UNITED STATES MARINE CORPS
COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ORIGINAL

ForO P4600.2B
G-4/SMO
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FORCE ORDER P4600.2B

From: Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR EMBARKATION (SHORT TITLE: SOP FOR EMBARKATION)

Ref: (a) JCS PUB 3-02.2

Encl: (1) Locator Sheet

1. Purpose. To promulgate instructions for embarkation for Unit Commanders within Marine Forces Reserve (MARFORRES) per the reference.

2. Cancellation. ForO P4600.2A.

3. Information. If this Manual conflicts wholly or in part with directives issued by higher authority, such directives will take precedence.

4. Summary of Revision. This Manual contains major changes and should be reviewed in its entirety. The most significant change is elimination of MDSS II version 3.3 data in favor of MAGTF LOG AIS version 4.1A in chapter 3.

5. Recommendations. Recommendations concerning the contents of the Standing Operating Procedures for Embarkation are invited. Such recommendations will be forwarded to the Commander, MARFORRES, Strategic Mobility Office (SMO) via the appropriate chain of command.

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

7. <u>Certification</u>. Reviewed and approved this date.

D. R. SELVAGE
Chief of Staff

Distribution: B

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SOP FOR EMBARKATION

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR EMBARKATION

CHAPTER 1

DUTIES AND RESPONSIBILITIES

SOP FOR EMBARKATION

CHAPTER 1

DUTIES AND RESPONSIBILITY

1000. <u>MARFORRES STRATEGIC MOBILITY OFFICER (G-4 SMO)</u>. The MARFORRES
Strategic Mobility Officer performs the general duties as a Special
Staff officer under the cognizance of the Assistant Chief of Staff,
G-4, and is the primary point of contact for all embarkation related
matters. The responsibilities include, but are not limited to the
following:

1. Establish embarkation procedures and provide guidance to units
within the MARFORRES.

2. Monitor MARFORRES mobilization requirements to ensure embarkation
plans will support mobilization.

3. Monitor embarkation readiness of units.

4. Conduct embarkation training programs that provide units with
appropriate training materials and documentation to keep abreast of
the latest embarkation and transportation techniques and requirements.

5. Maintain information on aircraft loading characteristics for all
military and Civil Reserve Air Fleet aircraft.

6. Maintain Unit Deployment Lists (UDL) for each unit for movement of
personnel and equipment to assigned SIA's in the event of
mobilization.

7. Maintain Ship Loading Characteristics Pamphlets (SLCP) for all
amphibious ships.

8. Maintain liaison with pertinent units in preparation of air
movement schedules involving MARFORRES units.

9. Validate Special Assignment Airlift Mission (SAAM) requests to
Headquarters, Air Mobility Command (AMC), Scott AFB, IL.

10. Provide a list of Special Assignment Airlift Mission (SAAM)
validators to Headquarters, Air Mobility Command (AMC), Scott AFB,
IL.

11. Monitor results of Mobilization Operational Readiness Deployment
Test (MORDT) evaluations.

12. Conduct assist visits as requested or required. Units requesting assist visits must provide funding data.

13. Coordinate, schedule and conduct Mobile Training Teams (MTT) on embarkation and mobilization.

14. Develop, coordinate and conduct MAGTF/LOGAIS MDSS II training program.

15. Coordinate Load Planners Course with AMC and fill quotas allocated to G-4 SMO.

1001. UNIT COMMANDERS. Unit Commanders are responsible for their unit's embarkation readiness. Their duties include, but are not limited to, the following:

1. Mark and prepare supplies and equipment per references (a) and (b) and Chapter 4 of this Manual.

2. Conduct embarkation training.

3. Ensure current and accurate embarkation data/reports are submitted to the Commander, MARFORRES (G-4 SMO), as required.

4. Assign, in writing, an Officer and NCO to act as the unit Embarkation Officer and NCO. Ensure the Officer and NCO have the training to carry out the assignment.

5. Assign, in writing, an active duty staff member (NCO or above), as the Inspector-Instructor Embarkation Chief to monitor mobilization/embarkation readiness. Ensure the active duty staff member has the training required to carry out the assignment.

6. Budget for embarkation boxes/crates as required under DU 78 .2710 (PP&P).

7. Unit commanders are encouraged to assign section embarkation representatives. Once assigned, section embarkation representatives should be tasked with maintaining their section's embarkation boxes and material and for submitting embarkation data to the Unit Embarkation Chief for the Unit MDSS II Database.

8. Be familiar with Force Deployment Planning and Execution (FDP&E) Procedures.

1002. UNIT EMBARKATION OFFICER. The Unit Embarkation Officer is the direct representative of the Unit Commander in matters pertaining to embarkation. The Embarkation Officer's duties include, but are not limited to, the following:

1.   Ensure the unit is in an embarkation ready status at all times.

2.   Prepare and maintain a complete Reserve Mobilization Transportation Package (RMTP). See paragraph 2001 and appendix C of this Manual for detailed information.

3.   Ensure embarkation procedures are on hand and followed.

4.   Keep the Unit Commander informed on all embarkation mobilization matters.

5.   Comply with the provisions of this Manual and other pertinent directives from higher headquarters concerning embarkation mobilization.

6.   Ensure all reports are prepared as required by paragraph 2003 of this Manual.

7.   Maintain a current list of points of contact relative to embarkation/mobilization.

8.   Ensure adequate embarkation materials are on hand and serviceable (i.e., banding, clips, crimpers, waterproofing paper, etc.).

9.   Submit semiannual Embarkation Status report to the Unit Commander.

10.   Act as Container Control Officer for unit.

11.   Ensure adequate numbers of personnel are trained in MAGTF LOGAIS and embarkation to smoothly and efficiently mobilize the unit.

12.   Be familiar with FDP&E Procedures.

1003.   INSPECTOR-INSTRUCTOR EMBARKATION CHIEF. The Inspector-Instructor Embarkation Chief is the direct representative of the Inspector-Instructor. The Embarkation Chief's duties include, but are not limited to, the following:

1.   Ensure training is conducted during weekend drill periods.

2.   Ensure all required documents are maintained for the RMTP.

3.   Ensure sufficient embarkation materials are on hand and serviceable (e.g., 20ft. ISO containers have Convention for Safe Containers (CSC) certification).

4.   Be familiar with FDP&E Procedures.

1004. <u>UNIT EMBARKATION NONCOMMISSIONED OFFICER</u>. The Embarkation Noncommissioned Officer performs the duties as directed by the Unit Embarkation Officer. The Embarkation NCO must have a thorough knowledge of embarkation procedures and requirements. Additionally, the Embarkation NCO must be aware of any peculiar requirements that would affect the units ability to mobilize. Unit Embarkation NCO's must be able to provide technical assistance to the Unit Commander during the absence of the Embarkation Officer and/or Chief.

1005. <u>TURNOVER/MOBILIZATION FOLDER</u>

1. The frequent change of personnel within units can create a lack of expertise and continuity in day-to-day tasks and operations. Proper use of a turnover/mobilization folder helps alleviate these situations and improves the overall efficiency of the organization.

2. Each unit will prepare turnover/mobilization folders for all billets and individuals assigned to embarkation duties. The turnover/mobilization folders are not intended to be all inclusive, but a simple list of significant tasks, events or notes pertinent to daily functions for each embarkation billet.

3. Turnover/mobilization folders will include, but are not limited to, the following (appendix B provides sample letters):

   (1) Assignment letter for Embarkation Officer.

   (2) Assignment letter for Embarkation Chief.

   (3) Assignment letter for Embarkation NCO.

   (4) Job descriptions for embarkation personnel.

   (5) List of required reports.

   (6) List of points of contact relative to embarkation matters.

   (7) Report of shipment (RESHIP). Sample message with instructions.

   (8) Report of Scheduled Arrival. Sample message with instructions.

   (9) Government Transportation Request. Sample copy with instructions.

(10) Meal Ticket. Sample copy with instructions.

(11) Government Bill of Lading. Sample copy with instructions.

(12) Equipment in Need of Repair. Sample message with instructions.

(13) List of current references and their locations.

4. Turnover/Mobilization folders will be arranged to permit ease of change. The degree of detail must be flexible. It is important that the contents of the folder render maximum assistance to the individual filling the billet.

5. Due to the geographic dispersion of MARFORRES units and limited formal embarkation training opportunities, it is imperative that a thorough and complete embarkation turnover, particularly of embarkation related computer programs, be completed during rotation of embarkation personnel.

1006. TRAINING

1. The object of embarkation training is for individuals, units, and staff to attain proficiency in the following areas:

a. Embarkation and debarkation during mobilization utilizing any mode of transportation.

b. Movement from the RTC to the SIA.

c. Preparation of required embarkation documents.

d. Use of Force Deployment Planning and Execution procedures.

2. The following embarkation classes will be conducted semiannually:

a. MAGTF Deployment Support System (MDSS II).

b. Preparation of supplies and equipment.

c. Movement plans.

d. Load plans.

e. Preparation of embarkation documents.

3. Units are encouraged to conduct periods of indoctrination in embarkation to ensure all personnel are aware of their responsibilities prior to and during mobilization.

4. Marines assigned to embarkation duties are encouraged to enroll in the below MCI courses:

a. MCI course 04.5 (Logistics).

b. MCI course 04.7 (Introduction to Amphibious Embarkation).

c. MCI course 04.11 (Fixed-Wing Air Embarkation).

1007. MOBILIZATION. The required mobilization directives are listed in Appendix A. At multi-unit sites some cooperative use of mobilization directives can occur but all reporting units will maintain the ForO P4600.1, ForO P4600.2, JCS Pub 3-02.2 and MCO 4030.19. Each Battalion/Squadron level unit and higher will maintain the complete inventory of publications regardless of site composition.

CHAPTER 2

EMBARKATION/TRANSPORTATION DOCUMENTS

SOP FOR EMBARKATION

CHAPTER 2

EMBARKATION/TRANSPORTATION DOCUMENTS

2000. <u>GENERAL</u>. This chapter provides guidance for each required
document to be maintained in the Reserve Mobilization Transportation
Package (RMTP). Appendix C of this Manual provides samples and
detailed instructions for preparing these required documents.

2001. <u>RESERVE MOBILIZATION TRANSPORTATION PACKAGE (RMTP)</u>

1. An RMTP will be prepared and maintained by each MARFORRES
unit/detachment and UIC.

2. An RMTP will also be prepared and maintained on those units which
are not assigned a UIC but would mobilize separately. The contents of
the RMTP shall be tailored to meet the specific transportation needs
of each unit/detachment to ensure timely, efficient movement from the
RTC to the designated SIA for each operation or plan. Those units
with personnel only will maintain mobilization procedures, turnover
folder, and personnel only movement plan(s).

3. Key documents required to be maintained in the RMTP are as
follows:

    a. <u>Load Plan Diagrams</u>

        (1) Mobile loads for organic vehicles or aircraft.

        (2) Commercial truck.

        (3) Air load plans for units outside CONUS (C-141   aircraft).

        (4) Rail load plans for 4th and 8th Tank Bn units possessing
tanks.

        (5) Unit Deployment Listing.

    b. <u>Load Plan Summary Sheet for Mobile Loaded Organic Vehicles
and Commercial Trucks</u> Units required to maintain air and rail load
plan diagrams are required to maintain load plan summary sheets for
those diagrams.

    c. Movement Plans The following movement plans and information will be held by each unit:

       (1) Commercial Truck.

       (2) Organization for movement.

       (3) Supplies and equipment to be loaded.

       (4) Embarkation points.

       (5) Narrative route instructions with highlighted strip maps.

       (6) Facility diagram.

    d. Convoy/Motor March For units which have organic equipment capable/suitable for convoys within 800 miles of the SIA.

       (1) Organization for movement.

       (2) Supplies and equipment to be loaded.

       (3) Embarkation points.

       (4) Narrative route instructions with highlighted strip maps.

       (5) Facility diagram.

    e. Bus movement/personnel only

       (1) Organization for movement.

       (2) Supplies and equipment to be loaded.

       (3) Embarkation points.

       (4) Narrative route instructions with highlighted strip maps.

       (5) Facility diagram.

    f. Air Movement Plan for units located outside CONUS

       (1) Organization for movement.

(2) Supplies and equipment to be loaded.

(3) Embarkation points.

(4) Narrative route instructions with highlighted strip maps.

(5) Facility diagram.

g. Rail Movement Plan for units of 4th and 8th Tank Bn possessing tanks.

h. Instructions for the Advance Party.

i. Instructions for the movement of classified/COMSEC material and weapons.

j. Inter-Service Support Agreements (ISSA's) and/or Letters of Agreement (LOA's) with local Transportation Office for freight transportation, passenger (bus only), and MHE transportation support to SIA's during mobilization. ISSA's must be reviewed and updated as required. LOA's will be updated annually.

k. Open Ended Contracts (e.g., billeting, catering, Material Handling Equipment (MHE)). Open Ended Contracts must be reviewed and updated in accordance with applicable orders.

l. Names and telephone numbers of key personnel (to include commercial contractors) involved in movement.

2002. EMBARKATION/TRANSPORTATION DOCUMENTS

1. Movement Plans

a. A detailed plan will be established to move personnel, supplies, and equipment from the RTC to the Point of Embarkation (POE) or the SIA. The plan will include information for commercial truck, personnel movement, and motor march. Air/Rail movement plans are also required for applicable units (Puerto Rico, Alaska and Hawaii/4th and 8th Tank Bns). The movement plan for each mode will include, but not be limited to, the following:

(1) Instructions for the Advance Party.

(2) Organization for movement.

(3) Supplies and equipment to be loaded.

    (4) Embarkation point.

    (5) Route instructions to POE.

    (6) Route instructions to the SIA with highlighted strip maps.

    (7) Facility diagram will include the following:

        (a) Unit area.

        (b) Pickup point.

        (c) Onload points.

        (d) Location of loading ramps.

    b. When preparing your movement plans, give instruction or guidance on any equipment that will require special handling. Any high security item that may require two man integrity or armed sentries should also be identified.

2. Load Plans

    a. A load plan diagram is required for all supplies and equipment to be loaded. Load plan diagrams will be held for each of the following:

    (1) Organic vehicles that are mobile loaded with unit supplies and equipment.

    (2) Commercial Trucks.

    (3) 4th and 8th Tank Battalion units possessing tanks must maintain rail load plans.

    b. The load plan diagram will contain a pictorial diagram of the host vehicle and the cargo, vehicles, and equipment to be loaded on it.

    c. Either the load plan diagram or an attached load plan summary sheet will contain the following information:

    (1) Description of host vehicle.

    (2) Dimensional data, empty and loaded weight of host vehicle.

    (3) Dimensional data, weight, cube, and description of all cargo, vehicles, and equipment to be loaded.

(4) Shipping material required (e.g., rope, tie-down straps, shoring, dunnage, canvas, etc.). Shipping material required must be identified on each organic load plan. Commercial truck load plans should reflect either that shipping material will be provided by the commercial carrier or actual shipping material provided by the unit depending on requirements of applicable ISSA or LOA.

2003. CERTIFICATIONS/REPORTS Each Unit Commander is required to submit the following certifications/reports to the Commander, MARFORRES (G-4 SMO), no later than 31 December annually.

1. MDSSII Generated Reports The following will be submitted via Lotus Notes Database.

    a. Annual Certification of Level V Data, to certify the accuracy of data in the Force Deployment Database.

    b. Data Trouble Report (DTR) Semi-annual, or as required.

2. If an SMCR unit has received a Command Level Inspection within the last calendar year, that SMCR unit will forward those results to MARFORRES (G-4 SMO) via e-mail. Any SMCR units that have not received a Command Level Inspection within the last calendar year will conduct an annual internal embarkation inspection utilizing the Mobilization/ Embarkation Checklist located in the Embarkation Database (Server S03). The inspection results will be certified upon completion and forwarded to MARFORRES (G-4 SMO), via e-mail.

3. Additionally, the above certifications/reports will be submitted when one of the following occurs:

    a. Redesignation of the SMCR RTC.

    b. Relocation of the SMCR RTC.

    c. Ten percent or greater change in weight or cube.

CHAPTER 3

MAGTF DEPLOYMENT SUPPORT SYSTEM (MDSSII)

FIGURE

CHAPTER 3

MAGTF DEPLOYMENT SUPPORT SYSTEM (MDSSII)

3000. GENERAL

1. MAGTF Deployment Support System (MDSSII) is a key system in the MAGTF/LOGAIS family of systems and is designed to interact directly with the Marine Air Ground Task Force II (MAGTF II) system, the Computer Aided Embarkation Management System (CAEMS), Transportation Coordinator's Automated Information for Movements System (TCAIMS), Asset Tracking Logistics Application Supply System (ATLASS), the MAGTF Data Library (MDL), the Ammunition Tracking System (ATS), the Sassy Reference File, the Marine Integrated Personnel System (MIPS), and Computer Aided Load Manifesting System (CALMS). MDSSII will provide the unit commander with a single source automated database containing the detailed lift requirements for the command. It will allow commanders at various levels to build and maintain a database that will reflect the personnel and equipment required for MAGTF deployments; develop plan specific force structures (personnel, supplies and equipment) and associated air and sea embarkation plans; retrieve information, in real time, in the form of reports listings or data sets; and utilize bar code technology to collect equipment data and track and maintain changes in Automated Information and cargo configuration.

2. This system will provide MARFORRES units with the ability to prepare and maintain databases and reports that will provide NSN visibility for authorized material and supplies. This data provides interoperability with operational planning systems utilized at the Marine Force and Joint Operations planning arenas. This system provides the compatibility and flexibility for embarkation planners to generate a database that operation planners may utilize throughout the planning process.

3. The MDSSII MAGTF II/LOGAIS and MDSSII pocket guides, provide the basic information necessary to:

    a. Install and use MDSSII software.

    b. Operate all MDSSII system related hardware.

    c. Input and manipulate data.

    d. Generate reports.

    e. Use Logistics Application of Marking and Reading Symbols (LOGMARS) and the associated wireless modem technology.

3001. MANAGEMENT OF MDSSII

1.   Preparation and maintenance of the MDSSII database will be done in accordance with general guidelines outlined in the current MDSSII Pocket Guide and LOGAIS 4.1A Practical Application Guide. In addition, the MDSSII generated training materials provide detailed guidance and information on MDSSII database management to meet MARFORRES requirements.

2.   It is recommended that standard data entry methods are utilized for database management. MARFORRES units may utilize the additional system capability of importing data from other systems such as ATLASS and MIPS. This capability may be utilized only if minimum database requirements identified in this Manual are met.

3.   The MDSSII system relies upon a series of interdependent unit and reference databases. The unit deployment lists contain the databases for unit cargo, vehicles, equipment, and personnel. The reference databases are the source for cargo, vehicle, and equipment data that is entered into the unit deployment lists. The main reference database for equipment data is the Techdata reference table. The relationship between the unit deployment lists and the reference databases provides the means for quick and efficient database creation/maintenance. However, the limitation that the system of interdependent databases places on the user is that the items must be already resident or entered by the user into the related reference database before that item can be entered into the unit deployment list.

3002. PROGRAM INSTALLATION. Section 1-3 of the MAGTFII/LOG AIS Installation Booklet provides detailed guidance on MDSSII system installation.

3003. GARRISON DATABASE

1.   The Garrison Database Unit Deployment List (UDL), is a listing of the units organic deployable equipment structured the way the unit intends to mobilize its equipment. It will provide Level V detail. Level V detail identifies items down to the NSN/Serial number level. This database will provide visibility of embark boxes/containers, vehicles and pallets. It will be developed based on the units associated equipment box level and higher. For detailed instructions on database building in LOGAIS refer to the MDSSII Pocket Guide beginning on page 3-1. This database should only contain items that require embarkation. Equipment that will be distributed to the individual Marine (personal weapons, 782 gear, etc.) should not be resident in this database.

a. Consolidated Memorandum Receipt (CMR). The unit CMR will be utilized as the primary source document when that unit's MAL is in rollup status. The unit UDL will account for 100% of authorized material and supplies in type property codes I and II of the CMR.

b. Packing lists are no longer a MARFORRES requirement for mobilization purposes. However, it is recommended that units maintain packing lists for internal warehousing locator/accountability purposes.

2. MDSSII UDL DATABASE MANAGEMENT

a. Plan Name. The UDL will be created and assigned the plan name of the creating unit's Unit Identification Code (UIC), e.g., "M12345". The UDL is plan specific so more than one plan may be on a computer hard drive at one time.

b. Edit UDL. The database will be built in the Edit module using the following keystrokes:

(1) [Insert Record] Posts a new blank record to the database so that data may be entered.

(2) [Cut Command] Removes highlighted text from the field and places it into the clipboard.

(3) [Copy Command] Copies highlighted text to the clipboard.

(4) [Paste Command] Will paste cut or copy text from the clipboard to the field.

(5) [Find Command] Searches for matches or partial matches in required fields.

(6) [Replace Command] Will replace like texts in one field with another text for all records.

(7) [Look Up Command] Will search for values in the techdata data base, and can be brought into current record by selecting appropriate values.

(8) [Insert Record Command] Places a blank record in the table view.

(9) [Delete Record Command] will remove unwanted records from the table view.

(10) [Retrieve Command] Voids changes made to a record, only if they have not been saved.

(11) [Generate Records Command] Clones one record up to 999 times.

c. <u>Required Fields</u>. The MDSSII program requires mandatory entries for certain fields prior to the system accepting the record. Additionally, several other fields must be filled in to fulfill MARFORRES database requirements. The following identifies the UDL field requirements and required values for MARFORRES databases: (Note: * Required Field for System Operation.)

*(1) <u>UIC</u>. Unit UIC.

*(2) <u>National Stock Number</u>. Item NSN - When entering items by Item ID (TAMCN) system will prompt for NSN choice.

*(3) <u>NSN Configuration</u>. Identifies the configuration of the item of equipment, i.e., bare item, operational. When entering items by Item ID (TAMCN) system will prompt for NSN Configuration choice.

*(4) <u>Package ID</u>. Box numbers, item serial numbers, and vehicle serial numbers. Box, pallet, container, serialized item, major end item, and vehicle records will have the appropriate value filled in here. Items that have both a serial number and box number will be entered as follows: box number/serial number, i.e., 3002/98473637. Items that have none of the above values will carry a system assigned Package ID.

*(5) <u>Item ID</u>. The Item ID field identifies the TAMCN. Records may be entered into the UDL easiest by inputting the TAMCN.

(6) <u>Description</u>. Item Description - This field requires editing only if user desires to update/change the description from system generated description. However, this field should never be left blank or match the Item ID field.

(7) <u>Weight lb</u>. The Weight lb. field identifies the item weight. Each item is assigned a system assigned (notional) weight. Items in boxes will be assigned a weight of zero. Embark boxes/ containers will be assigned an estimated or actual weight based on the weight of the box and its contents. <u>Do not use standard weights, i.e., all pub boxes wt 100, all warehouse boxes wt 500</u>.

(8) <u>Dimensional Data</u>. (Length, Width, Height) - Dimensional data figures are system assigned (notional). These figures must be updated to reflect actual dimensions for embark boxes/containers possessed by the unit.

(9) <u>Max Weight, LTI Code</u>. Not required.

(10) <u>Geoloc Code</u>. Identifies the geographic location of the unit. All records will be assigned a Geoloc Code from the options listed in the Geoloc Code reference table representing the unit's geographic location.

(11) <u>LOGMARS Location Code</u>. Currently not required. This field will be utilized when LOGMARS/Automatic Identification Technology systems are implemented within MARFORRES.

(12) <u>JCS Cargo Category Code</u>. Required for operational planning system interfaces. System generated JCS codes will be used. All items that do not have a system generated JCS code will be assigned one from the options listed in the JCS code reference table.

(13) <u>IMO Code, UN Code</u>. Not required.

(14) <u>Quantity per Cargo</u>. Reflects the number of items represented by that record. For non-serialized items this value will represent the total of that type item in an embark box. Serialized items will be entered one record for one item and quantity per cargo should always be one.

(15) <u>Unit Personnel and Tonnage Table (UP&TT) Code</u>. General Cargo Classification - This column identifies the general cargo classification of an item. All items will be assigned UP&TT codes. A complete listing of UP&TT codes can be found in the UP&TT reference table and maybe accessed by pressing the Alt and F1 keys simultaneously. The following is a list of UP&TT codes most commonly used by MARFORRES units:

<u>UP&TT CODE</u>   <u>DESCRIPTION</u>

04   This UP&TT identifies troop stow cargo. For MARFORRES embarkation purposes troop stow cargo is restricted to those items that will move with the passenger transportation mode. SRB/OQR's, medical/dental records, individual, crew serve weapons and any ordnance gear typically stowed in the armory are the only authorized troop stow cargo items.

05   General Cargo (mobile loaded or not).

08   Medical and Dental supplies. Medical and Dental
                administrative supplies will be listed as UPTT 05.

12   Chemical (nonflammable). Includes water purification
                materials, water softener, and non pressurized fire
                extinguisher materials.

13   Chemical (flammable). Includes cleaning solvents,
                trioxane, and lithium batteries. Also included in
                this category are the following fuel carrying items:
                immersion heaters, gas cans, field ranges, chain saws,
                and gas lanterns. These items will be carried as UPTT
                13 whether they are purged or not.

14   Compressed gas. Includes oxygen, acetylene, and fire
                extinguishers under pressure.

15   Other POL (Special lubes and greases). Includes
                engine oil, gear oil, grease (GAA), graphite,
                instrument grease, and waxes.

22   Vehicles, equipment, and heavy lifts. Includes
                vehicles, crated aircraft, and other major end items
                requiring square foot stowage.

24   Aircraft (Operational).

        (16) MSE, RU, RUC. No entry is required in this field.

        (17) Section. This field identifies the section within the
unit that possesses that cargo/equipment.

        (18) Package Lot Number and Seal Number. Not required.

        (19) Association. Not required. Identifies the type of
association the item is involved in when association is complete.

        (20) Parent Package UIC, Parent Package NSN, and Parent
Package ID. Not required. Figures in these fields represent values
of parent record in association tree.

        (21) Remarks. Not required.

        (22) Date and Time Group. Not required. This field is
utilized with LOGMARS.

(23) <u>Command Attention, Tag, and Net Explosive Weight</u>. Not required.

d. <u>INDIVIDUAL MATERIAL READINESS LIST (IMRL)</u>. Custody code "N" and "L" IMRL items will be documented in the Level V UDL.

e. <u>INDIVIDUAL EQUIPMENT/782 GEAR</u>. All individual issued items that are held on hand will be documented at box level and higher in the Level V UDL. One record will be entered for the total quantity of that type item. See figure 1.

f. <u>INDIVIDUAL WEAPONS (M249 SAW and smaller)</u>. Non-issued weapons will be documented in MDSSII with serial numbers, assigned UP&TT 04 and maintained with boxes.

g. <u>CREW SERVE WEAPONS</u>. These weapons will be placed in embark boxes. The weapons stored in embark boxes will be assigned a UP&TT code of 04 and be documented in the UDL Level V database.

h. <u>LETTER OF EXCEPTION</u>. On a limited basis, items that unit commanders deem non-mission essential may be accounted for on an Embarkation Letter of Exception vice the MDSSII database. Letter of Exception items are limited to items intended expressly for training purposes or for items that are designed for garrison use only.

i. <u>T/E DEFICIENCIES</u>. T/E deficient items in CMR type Property Codes I, II and III will be maintained in the MDSSII database and given a package ID of "T/E Deficient" and numbered numerically. One record will be entered for the total quantity of that type item that is T/E deficient and the quantity per cargo for that record will reflect the total quantity T/E deficient of that type item. Units must maintain routine coordination with their battalion/squadron level higher headquarters to ensure that they are accurately accounting for their portion of T/E deficient items.

j. <u>NON-SERIALIZED TAM ITEMS</u>. All non-serialized TAM items will be entered in the MDSSII database in the same manner as individual equipment/782 gear. See figure 3-1.

k. <u>NON-STANDARD EMBARK BOX DOCUMENTATION</u>. The Techdata reference table contains several different standard embark box records that may be entered into unit databases. Units possess a variety of non-standard embark boxes that are not in the Techdata reference table. The user may enter these non-standard boxes into the Techdata reference table. The most efficient procedure for entering non-standard embark boxes is to use the Item ID 000CUBE box record. This box may be used by entering the TAMCN "000CUBE" in the record's Item ID column.

description, dimensional data, weight lb. and other relevant fields may be updated by the user to reflect the characteristics of the actual box.

ITEM ID	DESCRIPTION	WEIGHT (LB)	LENGTH (IN)	WIDTH (IN)	HEIGHT	QUANTITY PER CARGO	NU OF C
030CUBE	782 GEAR	250	40	32	40	1	
030CUBE	COVERALLS, MEN'S, COTTON, SATEEN,	300	40	32	40	1	

Figure 3-1.--UDL Non-serialized TAM view window.

3. ASSOCIATIONS/LINKING

a. Associating Items. An association is created when one record is joined or linked to another. In previous versions of the system, users were required to select the parent record first then designate the child record. In Version 4.1A, users will select the child record first and then link it to the parent record.

* NOTE: The linker icon is only available when the UDL Window is in focus. See figure 3-2.

WHSE PALLET		M04161	010000PAL4327
■ MISC EQUIPMENT	PALLETIZED	M01461	010050CUB4325
■ MISC EQUIPMENT	PALLETIZED	M01461	010050CUB4325

Figure 3-2.--UDL Linker view window.

b. Enter the UDL Linker View window.

c. Locate the record to be designated as the child record by clicking on the vertical scroll bar. You can also use the Find command from the Edit menu to locate the record quickly.

d. Having located the record, press the left button on your mouse to highlight the record.

e. Select <TOOLS>, <ASSOCIATE>.

f. Locate the record to be designated as the child record by clicking on the vertical scroll bar. Users may also utilize the Find command to quickly locate a record.

g. Having located the record, press the left button on your mouse to highlight it.

h. Select <TOOLS>, <LINK>.

i. The Select a Link Type popup window will be displayed. Figure 2 illustrates the window. Click on the vertical scroll bar to view the link types.

j. Choose a link type by clicking to highlight it and select it by clicking on the OK button. Figure 3-3 illustrates link types and associations.

k. Your screen now displays the child record indented under the parent record. The Association column contains the link type you specified. To view the dimensional data changes automatically made to the parent record, select Parent Information from the Tools Menu.

4. Click and Drag Linking Method

a. Enter the UDL Linker View window.

b.   Locate the record to be designated as the child record by clicking on the vertical scroll bar. Users may also utilize the Find command to quickly locate a record.

c.   Having located the child record, click and maintain pressure on the right mouse button to highlight the record. A miniature chain link appears.

d.   While maintaining pressure on the right mouse button. Locate the record to be designated as the parent record by clicking on the vertical scroll bar with the left mouse button.

e.   While still maintaining pressure on the right mouse button and having located the parent record, with the chain links over the parent record, release the right mouse button. The Select a Link Type, popup, window will be displayed. Figure 3-3 illustrates.

f.   Choose a link type by clicking to highlight it and select it by clicking on the OK button. Figure 3-4 illustrates link types and associations.

g.   Your screen now displays the child record indented under the parent record. The Association column contains the link type you specified. To view the dimensional data changes, automatically, made to the parent record, select Parent Information from the Tools Menu.

5.   Multiple Linking. Multiple linking eases lengthy entries of parent and child record associating. For example, in previous versions of the system, each time a user linked a parent to a child, specifying the link type was required. In Version 4.1, the system permits users to highlight numerous child records, assuming they all require the same link type, to the parent record then select the parent record and specify the link type once.

a.   Having located the first child record, press the left mouse button to highlight the record.

b.   Locate the second record to be designated as the next child record.

c.   Having located the second child record, press the Ctrl button while simultaneously pressing the left mouse button to highlight the record.

d.   Repeat steps b and c above, as necessary, to highlight multiple records. Once the children have been highlighted (selected), the linking process remains the same as with one record link.
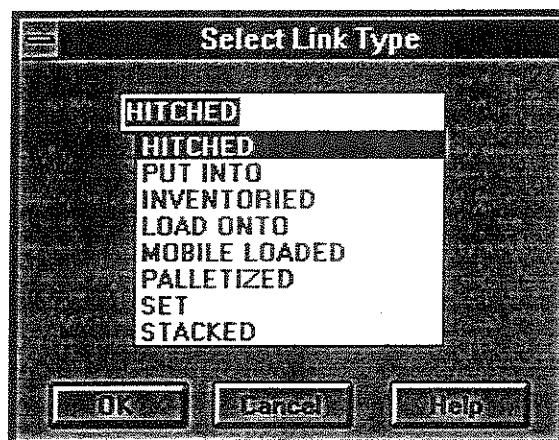
Figure 3-3.--UDL Link Type window.

6. Select a Link Type window. The Select a Link Type, popup window displays on your screen after you have chosen the parent record and selected the Link Items command from the Tools menu or released the right mouse button when using the Click and Drag Link Method. If the user has set the default link type in MDSSII preferences (to other than <none>), this window will not display and the default selected in MDSSII preferences will automatically be entered as the link type.

Link Type	Examples of Association
HITCHED	Hitching a trailer to a truck
LOAD ONTO	Loading a forklift on a trailer
MOBILE LOADED	Mobile loading a 50 cube box on a truck
PALLETIZED	Palletizing camouflage systems to a warehouse pallet
PUT INTO	Putting two hundred cots into a MIL VAN
SET	Making a set of a fabric drum and a pump set (no dimensional data changes made)
STACKED	Stacking pallets on top of each other
INVENTORIED	Tracking boxes put into a container (no dimensional data changes made and location does not change when the parent record location changes)

Figure 3-4.--Association Examples.

7. Unassociating Items

    a. Enter the UDL Linker View window.

b.   Locate the child record you are unassociating by clicking on the vertical scroll bar. Users may also utilize the Find command from the Edit menu to quickly locate a record.

c.   Having located the record, press the left mouse button to highlight the record.

d.   Select <TOOLS>, <UNASSOCIATE>.

e.   The selected child record is displayed as an orphan record. To view the dimensional data changes made to the parent record, select <TOOLS>, <PARENT INFORMATION>.

NOTE: Multiple unlinking, as with multiple linking, eases lengthy entries of parent and child record associating. For example, in previous versions of the systems, each time you unlinked a child from a parent, you needed to unlink each record individually. In Version 4.1A, the system permits you to highlight numerous child records then select the parent record from which you wish to unlink.

8.   Roster Database. The Roster database contains unit personnel and T/O strength information. The MARFORRES Roster database will be a by name roster with all unit information being maintained from the Marine Integrated Personnel System (MDSSII download from the MIPS utilities menu).

LOG AIS System Administration – [DTR View]		
File Edit Interface Tools Window Help		
TABLE NAME	KEY FIELD	
logais.MOS	billet_mos	0302
logais.MOS	billet_mos	7523

Figure 3-5.--DTR window.

9.   Data Trouble Report (DTR). The DTR is utilized to log all changes made to the LOGAIS reference databases. Changes to any LOGAIS reference database are automatically entered in the DTR table. Data Trouble Reports (DTR) provide information concerning incorrect or missing data utilized to update the MAGTF Data Library (MDL) System. The MDL System is sponsored by the Logistics Data Administration Working Group(LDAWG)at Headquarters Marine Corps, which releases updated versions of the MDL on a quarterly basis.

a.   View/Edit DTR Table.   Only a System Administrator can access the DTR table.   The System Administrator is able to edit the DTR table to manually update or automatically change reference data.   Figure 4 above illustrates.   The DTR table contains a listing of changes made to the reference tables of the database.   Population of this table occurs every time a user edits a Reference table.   These records may then be modified or deleted by the System Administrator.   Furthermore, new records may be added directly to the DTR table by the System Administrator.   Use the following steps to edit the DTR table:

(1) From the System Administration Module menu select <FILE>, <DTR>.   The DTR table is displayed.

(2) Make edits as necessary.   User information will be generated automatically based on System Administrator's input.   Users will input a reason for the record modification.

(3) Select <FILE>, <SAVE> to save the edits.

b.   Exporting the DTR Table.   HQMC uses the data from the DTR export to update the reference data within the MDL.   The updated reference data is then distributed to the users ensuring a consistent reference database.   The Export option enables the System Administrator to export the current DTR table.   The export contains all the necessary information for HQMC to evaluate and update the reference database.   Use the following steps to export the DTR table:

(1) Select <INTERFACES>, <MDL>.   The Select MDL Database window is displayed as shown in figure 3-6.

(2) Select the Lotus 123 export file type option from the List of File Type.

(3) Select the target floppy drive in the Drives box.

(4) Select the target directory in the Directories box.

(5) Type in a file name in the File Name box.

(6) Select the OK button to initialize the export process.

c.   Printing DTR's.   The Print option enables the System Administrator to generate a report based on current data within the DTR table.   The DTR report can be printed by using the Print option from the File menu or using the Print icon from the Tool bar.   Use the following steps to print a DTR:

(1) If the DTR table is not displayed, select <FILE>, <DTR>.

(2) Select <FILE>, <PRINT>.

(3) The DTR report will be sent to the printer.

    d. <u>Purging the DTR Table</u>. The Purge option enables the System Administrator to empty the DTR table after it has been exported. Purging the DTR table removes all data within the table. Users should export the DTRs to a floppy disk before purging the table. Use the following steps to purge the DTR table:

(1) With the DTR table window open, select <TOOLS>, <PURGE DTRs>. The Purge DTR window is displayed, stating, "About to Purge the Contents of the DTR table".

(2) Select OK to proceed.

(3) All data within the DTR table is purged from the table.

    e. <u>Deleting a DTR</u>. Deleting a DTR allows the system administrator the ability to delete DTR's that are invalid or unnecessary. Use the following steps to delete a DTR:

(1) With the DTR table window open, select <FILE>, <DTR>. The DTR table is displayed.

(2) Highlight the DTR which is to be deleted or if multiple DTR's are to be deleted, hold down the Ctrl key while selecting with the mouse.

(3) Select <EDIT>, <DELETE> or press the Ctrl + Del keys.

(4) A message displays stating, "OK to delete selected row(s) from the table?", select the OK button to delete the DTR or the Cancel button to return to the DTR table

(5) Once the OK button is selected, the DTR is deleted from the table.
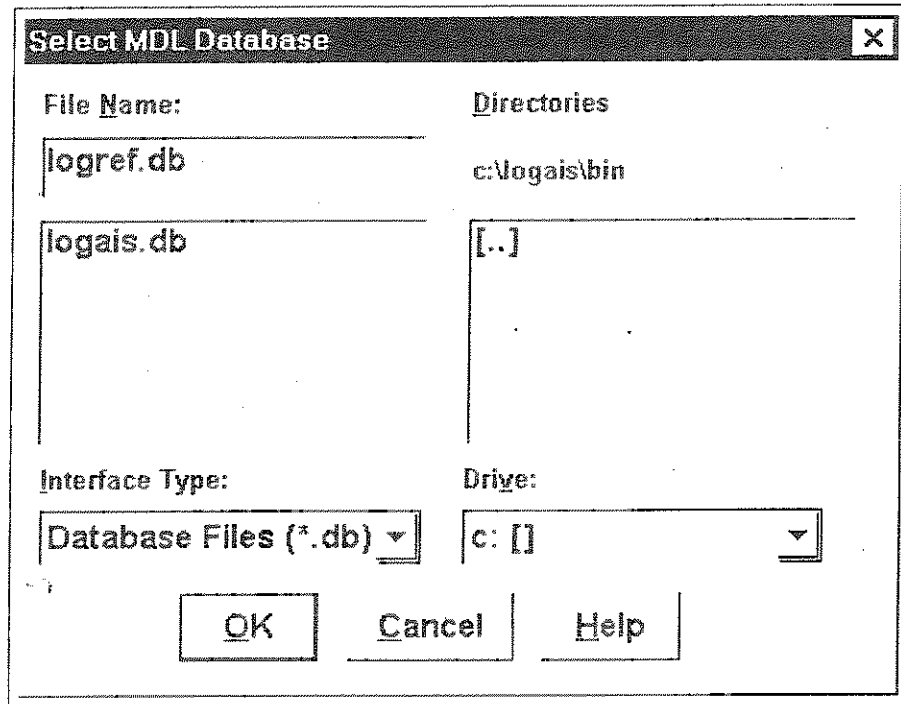
Figure 3-6.--MDL Database window.

10. MDL. The MDL interface is a one way transfer (import) of data.
The MDL import can only be done when all users are logged off the
system. If users are logged into the system while attempting to
import the MDL data, the MDL import is canceled and you are instructed
to have all users log off and then try again. Use the following steps
to import MDL data:

    a. Log into the system using your System Administrator user id
and password.

    b. Select <INTERFACE>, <MDL>. The "Select MDL database" window
appears.

    c. Select "Logref.db" as the file name and the appropriate
CD-ROM drive. Select OK.

    d. You are prompted to once again input your user ID and
password, as you are logging into a new database.

    e. The available files will appear in the left hand window.

SOP FOR EMBARKATION

    f. Highlight the files you wish to import and select the <ADD>
button. You must select each of these files individually. These
files will appear in the right hand window.

    g. Once you have the files you wish to import resident in the
right hand window, highlight them and select the <IMPORT> button.
Once again, this must be done individually.

3004. CONSOLIDATED UDL DATABASE. Regimental/Group level RUC units
will maintain a current consolidated UDL of its entire command
hierarchy to include all of its RUC units. FSSG and Separate
Battalion units will maintain this requirement at the battalion level.

1. The consolidated UDL database will contain each unit's Garrison
UDL database and consolidated at the Regimental/Group level. This
database should be updated annually and also be maintained to provide
accurate data on short notice in the occasion of resubmission or to
fulfill deliberate planning requirements to MARFORRES.

2. A consolidated UDL database will be maintained to provide accurate
data on short notice to fulfill deliberate planning requirements.

3005. MDSSII REPORTS. LOGAIS allows users to create reports from any
table in the system using the Adhoc query function. Reports can be
modified deleted and saved for future use. MARFORRES does not
currently require standard reports from LOGAIS 4.1A but will rely
instead on an annual submission of UDL's (down to the UIC level)
associated in level V detail for equipment visibility. For detailed
help with Adhoc reports refer to the MAGTF Deployment Support System
II pages 3-55 and 3-64.

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CHAPTER 4

PREPARATION OF SUPPLIES AND EQUIPMENT

FIGURE

CHAPTER 4

PREPARATION OF SUPPLIES AND EQUIPMENT FOR EMBARKATION

4000. GENERAL. This chapter provides basic guidance for the preparation and marking of unit supplies and equipment.

4001. REQUIREMENTS. All embarkation boxes and material required for mobilization will be maintained on-hand by all MARFORRES units.

1. The primary source for standard embarkation boxes is the Defense Logistics Agency (Code DDAG), MCLB, Albany, GA, at DSN 567-5840 or Comm (912)439-5840. Locally fabricated boxes will be approved on a case-by-case basis by this command.

2. Each unit will budget for the procurement of embarkation boxes and materials under the DU 78 .2710 (PP&P).

3. Units that do not have adequate storage space available at the RTC will utilize the following procedures:

    a. Prefabricated mount-out boxes, which are tac-marked may be disassembled and stored at RTC.

    b. A commercial storage facility may be used only if it's accessible 24 hours a day, 7 days a week. Boxes may be stored assembled or disassembled. Funding for commercial storage will be the responsibility of each unit.

4. Requirements for shipping material (Chocking and Dunnage) will vary with each mode of transportation and type of equipment to be shipped. A contract, LOA, or ISSA may be established to satisfy requirements for material. Agreement should include requirement to have material delivered within 72 hours of notification.

5. Units will ensure there is an open ended contract, LOA or ISSA, for Materiel Handling Equipment (MHE) (i.e., cranes, forklifts, etc.) for the movement and loading of their supplies and equipment. Ensure that this support can be obtained within 72 hours after notification and it is accessible 24 hours a day.

4002. PREPARATION OF BOXES, CONTAINERS AND PALLETS

1. Preparation of supplies and equipment is the responsibility of the Unit Commander. This is a critical phase of embarkation and includes PP&P in a manner that will protect contents from the elements and withstand the rigors of loading and unloading ships, aircraft, and commercial trucks.

2.   Units will ensure mount-out boxes and other containers are uniform in size to facilitate handling, stowage and preparation of embark plans.   Figures 4-1 through 4-3 contain diagrams and dimensions of standard mount-out boxes.   Non-standard mount-out boxes will be limited to those used for packing uniquely configured supplies and equipment.

3.   Containers with contents subject to deterioration must be waterproofed.   Indiscriminate waterproofing will be avoided.   Staples, nails or tacks will not be used to secure waterproofing material.   A rubber-based glue (waterproof) is recommended.   Plastic bags are also authorized.   Corrosion inhibitors and other preservatives will be applied to supplies and equipment, and vehicles as required.   Units will maintain sufficient waterproofing material on-hand.   Units are not required to waterproof boxes that are used on a day to day basis.   Painting of the exterior box surface is an integral part of the preservation process.   The exterior surface of all boxes will be painted olive drab.

4.   Banding of individual boxes and containers to pallets will be accomplished by utilizing 1-1/4 inch (minimum) galvanized steel banding material.   Individual boxes not banded to a pallet may be banded shut utilizing banding material less than 1 inch.   Units will maintain sufficient banding material and tools on-hand to meet their unit's mount-out requirements for mobilization.

5.   Standard warehouse pallets with dimensions of 32" x 40" or 40" x 48" are authorized.   Planning weight for empty pallets is 100 lbs. Pallets must have four way entry for forklift access, and a four inch lift from the top to bottom separators for cargo slings.   In addition, pallets will have 1-1/2 inch slots cut in separators to allow four way banding of boxes.   Figure 4-4 provides an example of standard warehouse pallets.

6.   Boxes, containers, pallets and supplies will be prepared as follows:

    a.   Boxes will be arranged on pallets to allow uniform stacking. The maximum load for a pallet is 2000 lbs.   The height of a pallet will not exceed 52 inches.

    b.   Cargo will be placed on the appropriate size pallet.   The following instructions apply:

        (1) Items placed on a pallet should not exceed the dimensions of the pallet.

        (2) Expeditionary cans (POL/water) will be banded in quantities of five with three rows per 32" x 40" pallet or quantities

of seven with three rows per 40" x 48" pallets. Water cans will not
be boxed. They will be placed one high on a single pallet as depicted
in figure 4-5, and marked in accordance with figure 4-6. The unit
designator will be marked on both sides. Care will be taken while
banding and handling plastic containers to preclude puncturing.

    (3) Tentage/canvas items will be boxed SL-3 complete.

    (4) Camouflage nets and poles will be boxed, palletized, or
loaded one set per vehicle.

    (5) Pallet boards are required for all pallets on the front,
side, and top as illustrated in figure 4-7. Pallet boards will be 12"
x 12" x 1/2" or 3/4" and marked in accordance with this chapter.

    c. For instructions and guidance for the shipping and carrying of
weapons aboard aircraft refer to ForO P4600.1.

    d. SRB's and OQR's may be boxed or hand carried. If boxed, UP&TT
line number 04 will be utilized. Dental records and health records
may be boxed and shipped together providing that the panarex is on
file at DMSSC, Monterey, CA. Otherwise, they must be shipped
separately from personnel.

4003. VEHICLE PREPARATION. Vehicle preparation will be in accordance
with appropriate technical manuals and the following procedures:

1. When embarking vehicles aboard ships, all fuel tanks will be
filled to 3/4 capacity. Five gallon cans will be full and secured to
the vehicle.

2. When embarking vehicles aboard aircraft, fuel tanks will be filled
no more than 1/2 capacity except for vehicles loaded on the ramp.
Fuel tanks of vehicles loaded on the ramp will be 1/4 full.

3. Fuel, lubricating, cooling and ignition systems will be checked
and tires inflated to a specific pressure according to appropriate TM.
Leaks will be repaired before vehicles are loaded aboard aircraft or
ships.

4. Vehicles scheduled to be loaded or unloaded across beach will have
deep water fording kits installed.

5. All units must mobile load their organic vehicles to the maximum extent possible. Mobile loaded cargo will be secured by canvas and cross lashed with a minimum 1/2 inch diameter hemp rope or tie down straps. Total weight of mobile loaded cargo will not exceed the allowable cross country weight for that vehicle (see TM 11240-15/4). Authorized cargo height will be:

    a. <u>Motor March</u>. Height will not exceed road restrictions, normally 13'6".

    b. <u>Commercial</u>. In no case should total height of commercial trailer with organic vehicles, cargo, and equipment loaded on it exceed 13'6". The following are bed height planning factors for the most commonly used commercial tractor trailer variants:

<u>Asset</u>	<u>Bed Height</u>
(1) High Boy	60 inches
(2) Step deck	40 inches
(3) Low boy	24 inches

    c. <u>Ships and aircraft</u>. Cargo heights for these modes of transportation will not exceed the cargo bed or cargo railings.

6. Communication vehicles will have all equipment power switches in the off position, (i.e., taped).

7. All vehicles will have the following items on-hand:

    a. Required items in accordance with the vehicle's SL-3.

    b. Lifting shackles or device in place.

    c. Chocking material.

    d. Special slings required and authorized.

4004. <u>MARKING OF PERSONNEL BAGGAGE</u>. Each piece of personal baggage will be marked with the owner's name, social security number and unit identification code.

4005. <u>MARKING PROCEDURES FOR SUPPLIES AND EQUIPMENT</u>

1. Supplies and equipment will be marked in accordance with the following paragraphs. Deviation in location, size, and or colors is not authorized.

2. Embark Boxes

    a. Markings will be stenciled on at least two sides and top.

    b. Markings will be painted a contrasting color to their background, (i.e., white on a dark background and black on a light background). Markings will be one inch in height. A smaller size stencil may be used only when the box precludes legible markings.

        (1) Stowage designator (3" disk)

            (a) Yellow disk. UP&TT #04 cargo will be marked with a yellow stowage designator. For MARFORRES purposes, the yellow stowage designator identifies those items of cargo that will move from the RTC to SIA with the passenger movement. These items will be strictly restricted to SRB/OQR, Med/Den records, and individual weapons.

            (b) White disk. For MARFORRES units, all cargo items not identified as UP&TT #04 will be marked with the white disk and appropriate UP&TT number.

        (2) UP&TT line number. UP&TT line numbers are listed in chapter 3 of this Manual.

        (3) Box number. Assigned by the unit.

        (4) Tactical marking. Identifies ownership of the container. The embarkation chief will assign tac marking for each unit. The unit's five digit unit identification code is preceded by the letter M, (i.e., M12345), will be used as the unit designator.

        (5) Cubic feet. The volume in cubic feet must be stenciled on the container. Each dimension is rounded to the next highest inch prior to calculating the cubic feet. When the cubic feet equals a decimal, the cubic feet will be rounded to the next highest number (i.e., 49.1 cubic feet = 50 cubic feet).

        (6) Weight. The weight in pounds must be stenciled on the container. The unit may use estimated weights, however, actual weights are preferred.

    c. Administrative Marking (Optional). Identifies section ownership within the unit and will be placed under the unit tactical marking if used.

3. The Marine Corps Family of Containers will be marked as follows:

a. <u>Quadcon</u>. The quadcon will be marked in the same manner as a major end item. It will have the serial number and M plus the five digit unit identification code, (i.e. M12345), marked on all four sides. See Figure 4-8.

b. <u>Palcon</u>. The palcon will be marked in the same manner as an embark box. See Figure 4-9.

c. <u>Quadcon/Palcon insert</u>. The palcon insert will be marked in the same manner as an embark box if is used as an individual container and separated from its parent.

4. <u>Vehicular Equipment</u>. The unit designators on all equipment will be black, two inches high, and placed on all vehicular equipment and major end items. All vehicular equipment will be marked on four sides with the five digit unit identification code preceded by the letter M, (i.e., M12345). The item serial number will also be marked on four sides just below the UIC.

5. The 20-foot Code H containers procured through MARFORRES G-4 SMO from Blount Island Command are to be used for storage purposes only. These items will be marked "Not For Embark" <u>on all four sides</u>.

6. Maintenance shelters and all containers requiring square foot stowage (cannot stack items on top of them) will be marked on four sides with serial number and M plus the five digit unit identification code.

7. Expeditionary cans will be marked as depicted in figure 4-12.
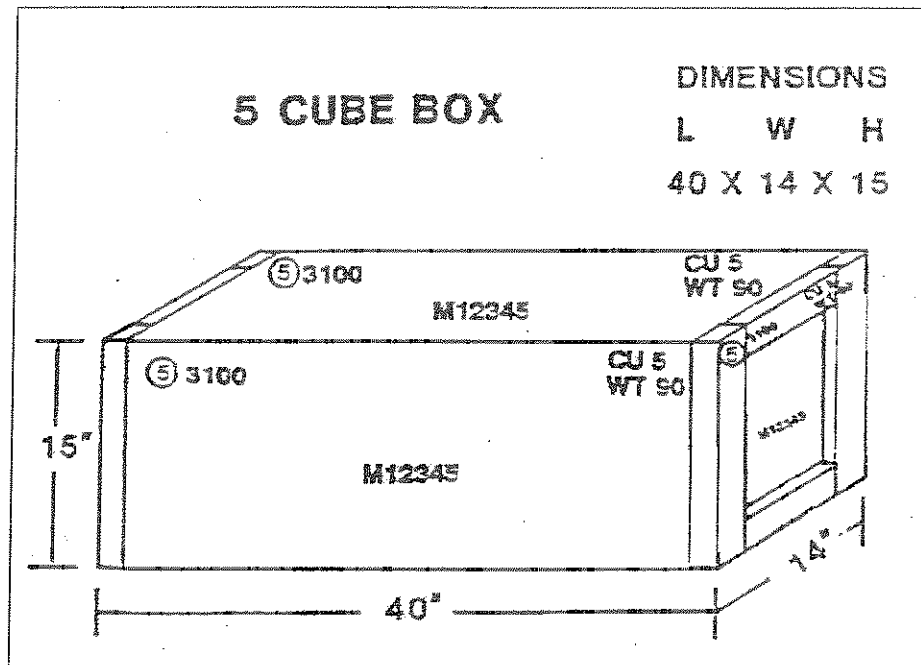
Figure 4-1.--Sample diagram and dimension of 5 cube box.

```
┌─────────────────────────┐
│      32 CUBE BOX         │
└─────────────────────────┘
```
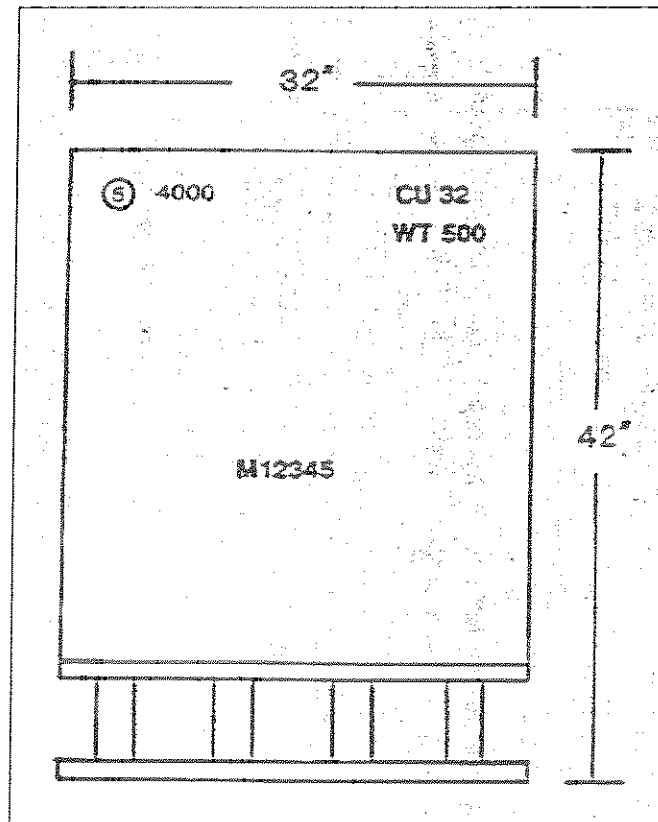
Figure 4-2.--Sample diagram and dimensions of 32 cube box.

50 CUBE BOX

SIDE VIEW

40"

(5) 2000   CU 50

WT 400

M12345

45"
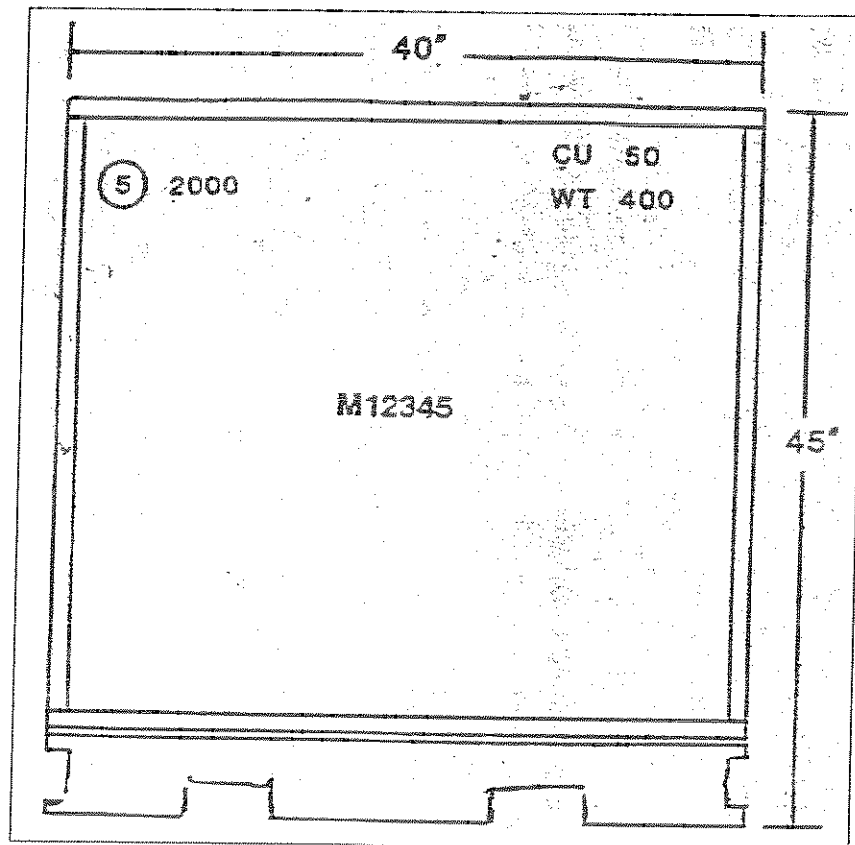
L   W   H

48 X 40 X 45

Figure 4-3.--Sample diagram and dimensions of 50 cube box.
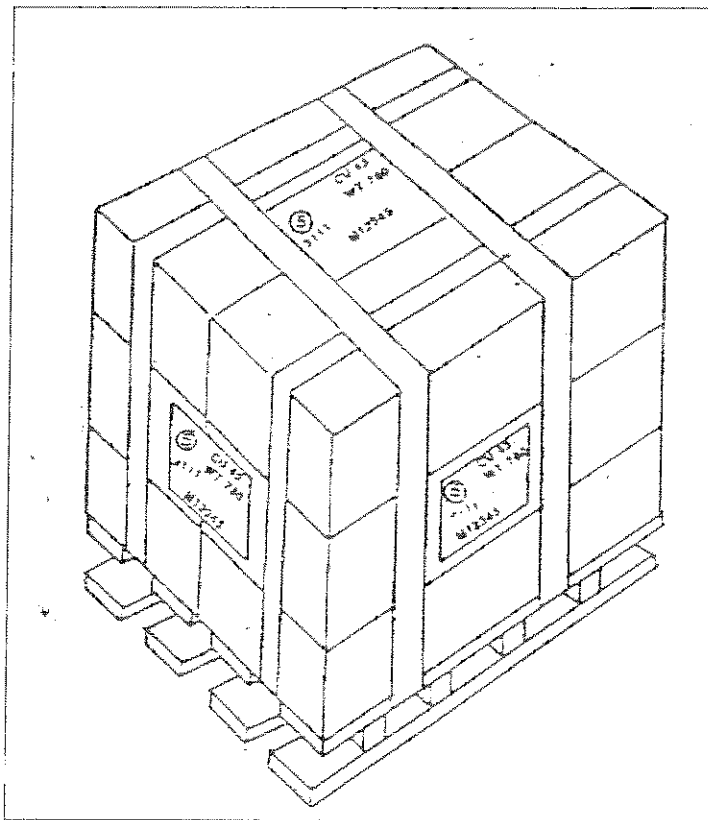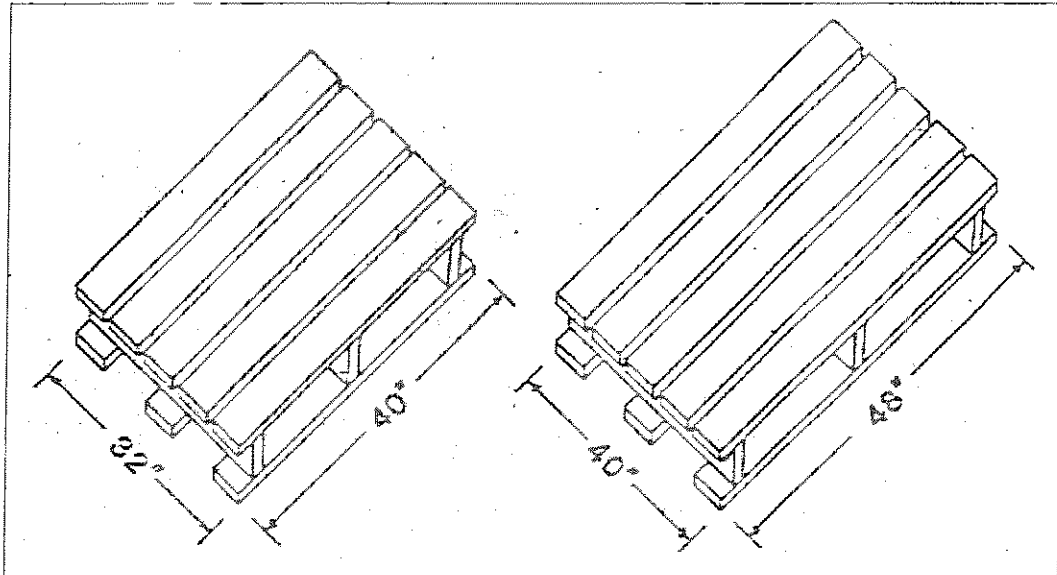
Figure 4-4.--Sample standard warehouse pallets.

Placement Of Pallet Boards
On Palletized Water/Pol Cans
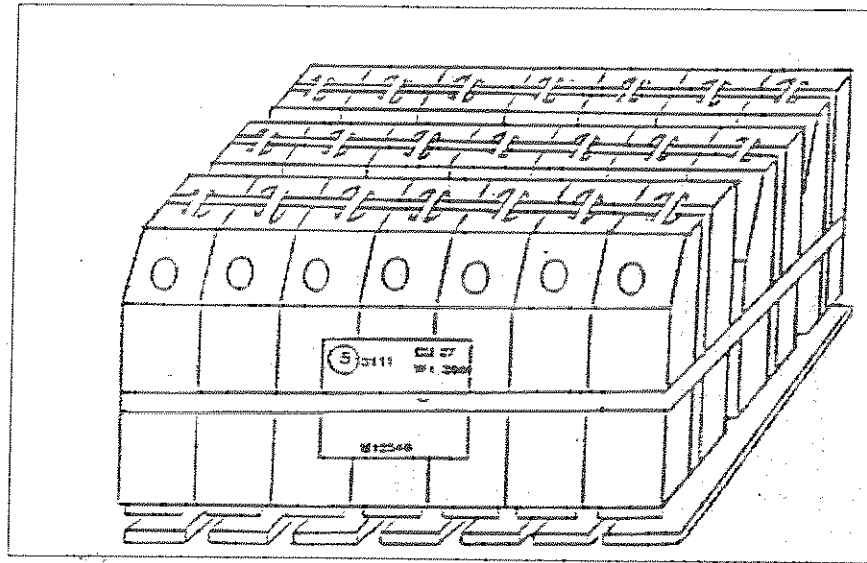
Figure 4-5--Sample palletizing of POL/water cans.
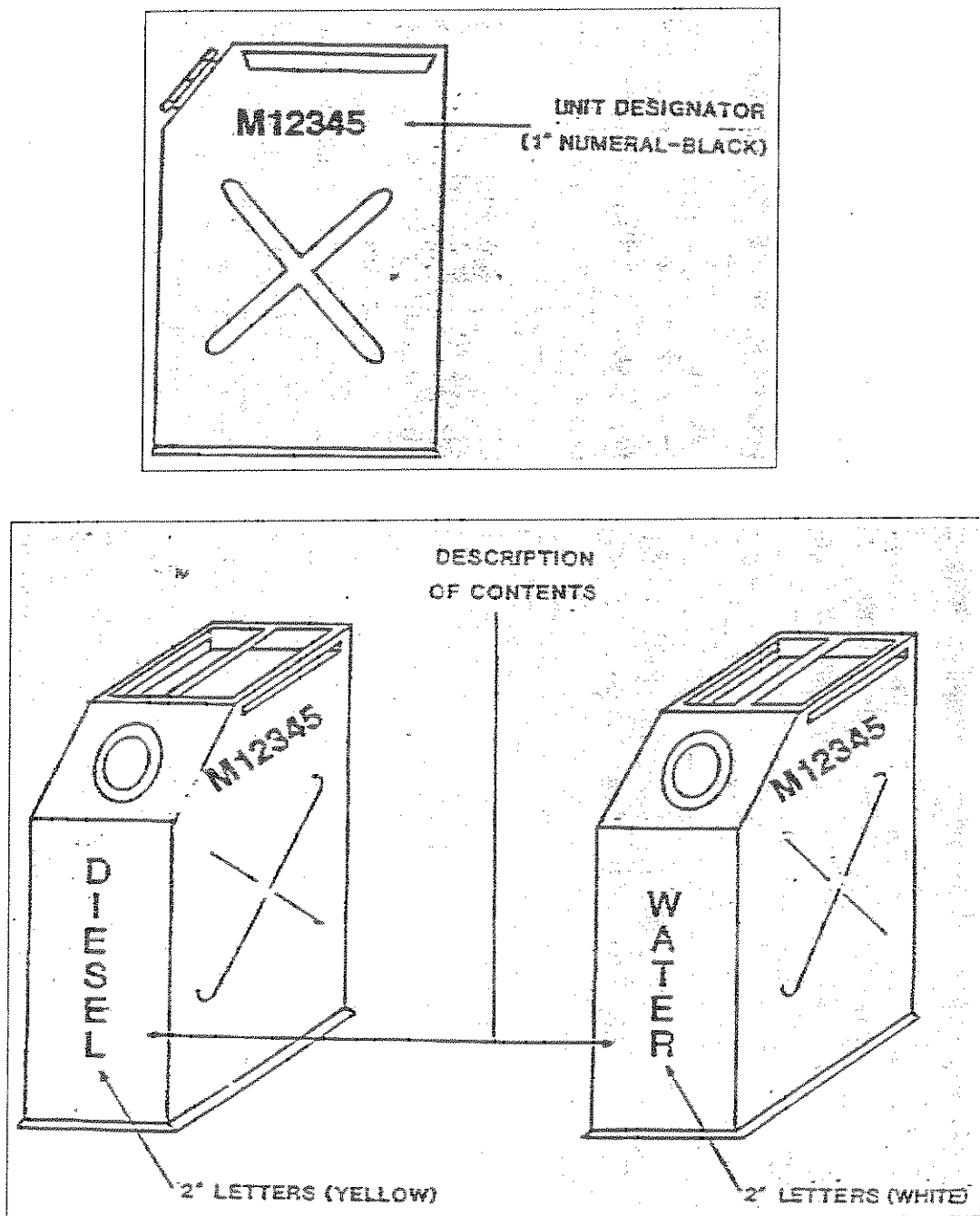
Figure 4-6.--Sample marking of POL/water cans.
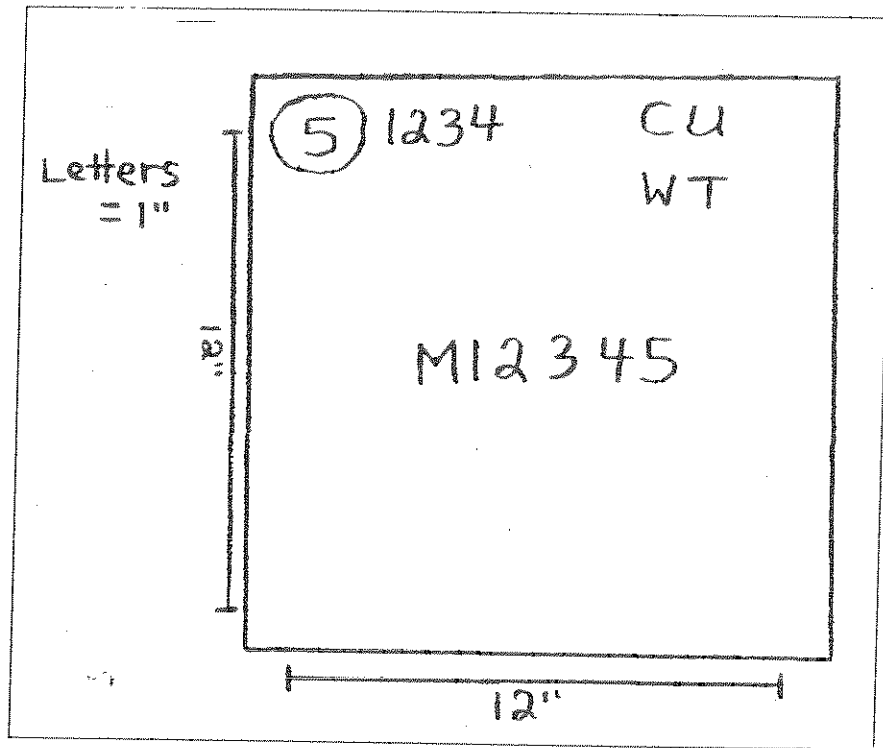
Figure 4-7.--Sample pallet board.
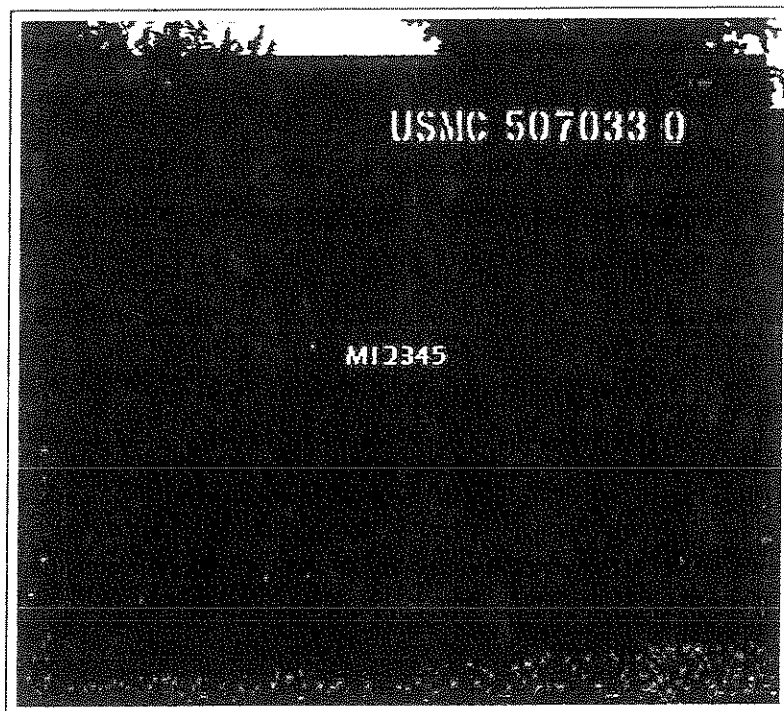
Figure 4-8.   Sample Quadcon Pallet Container
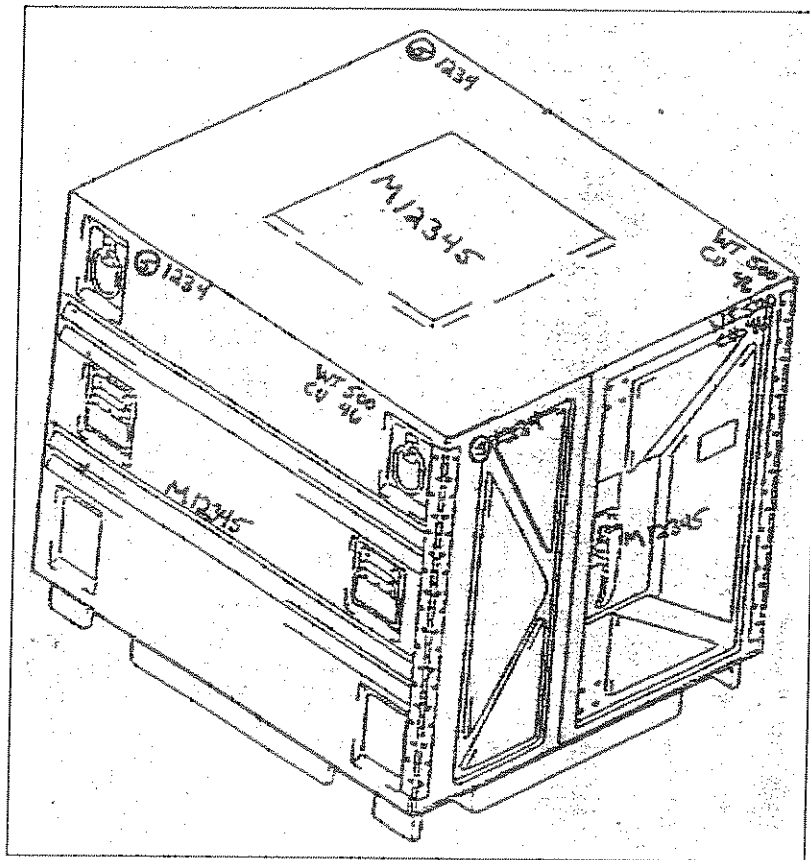
Figure 4-9.   Sample markings of Palcon Pallet Container

4006. PREPARATION OF HAZARDOUS CARGO. The following is provided to
assist in the preparation of hazardous materials:

1. Units will review all supplies and equipment on-hand to identify
those items known to be hazardous (i.e., NBC Chemicals, Coleman fuel,
cleaning agents, POL, etc.).

2. Questions concerning hazardous items will be submitted to the
Strategic Mobility Officer for research and shipping instructions.

3. Containers for hazardous cargo will be labeled in accordance with
applicable directives. This will aid in correct stowage during
transport aboard ship, aircraft, or commercial truck.

SOP FOR EMBARKATION

CHAPTER 5

AMPHIBIOUS EMBARKATION

SOP FOR EMBARKATION

CHAPTER 5

AMPHIBIOUS EMBARKATION

5000. GENERAL

1. The timely and effective embarkation of personnel, supplies, and equipment aboard ships can only be achieved through detailed planning and careful execution of those plans. Embarkation planning is done concurrent with operational planning and must support the landing plan and the scheme of maneuver. Early development of the landing plan is essential to the development of detailed embarkation planning.

2. All embarkation planning will be per JCS Pub 3-02.2 and directives from higher headquarters.

5001. RESPONSIBILITY

1. Upon initiation of embarkation planning for an amphibious operation or training exercise, the commanding officer of the senior embarking unit will establish the organization for embarkation and will appoint an embarkation officer. Liaison between embarking units and the transporting command will be established as soon as possible. Notify the MARFORRES Strategic Mobility Officer early in the planning phase if support is required which is not within the unit's capability.

2. The MARFORRES Strategic Mobility Officer can provide technical assistance in the completion of load plans.

5002. ALLOCATION OF SHIPPING. The Commander Amphibious Task Force (CATF), allocates shipping to the landing force. This shipping is organized to satisfy the landing force's requirement for embarkation. Subsequent allocations are made to subordinate embarkation echelons. This allocation is based on the personnel, supplies, and equipment which are to be embarked.

5003. LANDING FORCE ORGANIZATION FOR EMBARKATION

1. The landing force organization is composed of embarkation groups, units, elements, and teams. Formation of the various echelons depends upon the size of the landing force and the degree of decentralization of command and control essential to the successful accomplishment of the embarkation phase.

2. Composition of the embarkation echelons is as follows:

a. Embarkation Group. The embarkation group is always formed because it is the major task organization. It may be composed of two or more embarkation units, a combination of units and elements, or two or more embarkation teams. A transport group is the parallel Navy organization to the embarkation group.

b. Embarkation Unit. The embarkation unit is formed to bridge the gap between group and team echelons. It consists of two or more embarkation teams when elements are not formed. A transport unit is the parallel Navy organization to the embarkation unit.

c. Embarkation Element. The embarkation element is organized when a complex situation requires additional echelons for control in planning and execution of embarkation. The embarkation element consists of two or more embarkation teams grouped to conform to the organization for landing. A transport element is the parallel Navy organization to the embarkation element.

d. Embarkation Team. The embarkation team is always formed. It is the smallest subordinate echelon capable of planning and executing embarkation. It represents an essential ingredient and is the basic troop organization embarked on a single ship. Regardless of the size or type of ship in which it is embarked, the embarkation team is organized and loaded with meticulous care.

5004. AMPHIBIOUS SHIPS CHARACTERISTICS. Listed below are various amphibious ships, their characteristics, and missions.

1. Amphibious Command Ship (LCC). The mission of the LCC is to serve as flagship and headquarters for the CATF and Commander Landing Force (CLF). Amphibious operations are controlled from this ship. It is primarily designed to fulfill communications and control requirements of surface, subsurface, and air units engaged in an amphibious assault. A helicopter platform is located on the stern of the ship.

2. Amphibious Transport Dock (LPD). The mission of the LPD is to transport troops and equipment for amphibious operations, and lands them in the assault area by means of landing craft carried in the ship's well deck or by helicopter in vertical assault. The LPD is capable of ballasting to permit loading and launching of landing craft and amphibious vehicles. A limited number of helicopters may be transported on the flight deck and the ship serves as a helicopter platform for landing embarked troops and their supplies. It also serves as a refueling station for helicopters of the landing force.

3. Amphibious Assault Ship (LPH). The mission of the LPH is to transport troops and equipment for amphibious operations and lands

them by means of helicopter during the vertical envelopment phase of the assault. The ship exercises control of helicopters and their supporting aircraft, and provides command facilities for an amphibious squadron commander and helicopter assault force commander. It is also capable of operating antisubmarine helicopters as part of a coordinated antisubmarine warfare system. Troop comfort receives maximum attention. Each berthing space has an adjacent compartment for stowage of personnel equipment. The LPH can lift a complete Battalion Landing Team (BLT) with all their helicopter-transportable equipment and supplies.

4. Dock Landing Ship (LSD). The LSD is designed to transport amphibious task forces to the objective area and launch preloaded landing craft and/or amphibious vehicles, together with crews and embarked landing force personnel. These ships also provide limited docking and repair service to small ships and craft. Although called a "landing ship", the LSD does not beach. The LSD is a transport. A characteristic feature of the dock landing ship is its well deck which resembles a floating dry dock. The ship can partially submerge the well deck to enable landing craft and amphibious vehicles to swim out via a stern gate. Currently, there are three classes of LSD's, the Anchorage, Whidbey Island, and Harper's Ferry.

5. Amphibious Assault Ship (LHA). The mission of the LHA is to embark, deploy, and land elements of a landing force in an assault by helicopters, landing craft, and amphibious vehicles. The features of the LHA include a full-length flight deck, a landing craft docking area, a large storage area for trucks and armored vehicles, and troop berthing for a reinforced battalion.

6. Amphibious Assault Ship (LHD). A follow-on design, the LHD is an improvement of the LHA class, incorporating an improved command and control system, an upgraded capability to operate AV-8 aircraft, and a redesigned well deck intended to support the Landing Craft, Air Cushion (LCAC).

5005. LOADING AND STOWAGE. Information regarding loading and stowage may be found in section 6 of JCS Pub 3-02.2.

5006. SHIP LOADING CHARACTERISTICS PAMPHLET (SLCP). The SLCP contains a tabulation of the characteristics of the ship such as speed, hull length, beam, troop accommodations, berthing, office space, radio equipment, and sanitary facilities. It also gives the amount of space for specific commodities, the amount of cargo handling and securing equipment, a detailed breakdown of the specifications for each cargo stowage space, and the number and type of landing craft carried. The following diagrams are found in the SLCP:

1. Inboard profile of the ship showing the relative location of all compartments and space subdivisions, hatches, booms, and boom capabilities.

2. Plan view of the ship showing the location of landing craft aboard the ship and location and designation of debarking stations.

3. Plan view of each troop berthing compartment showing the number of bunks and relative location within the berthing space.

4. Plan view of each cargo stowage area drawn to scale showing square feet of deck space, hatches, location of stanchions, and other obstructions or irregularities within the hold, overall dimensions, bale cubic foot capacity, and clearances under beams and hatch coamings. Notations indicate which spaces are designed for fuel, ammunition, vehicles, and pyrotechnic stowage. This diagram is very helpful when planning stowage of hazardous cargo.

5007. ACQUIRING THE SLCP. The Team Embarkation Officer (TEO) or unit embarkation officer may draw SLCP's from their assigned ships. The MARFORRES Strategic Mobility Officer maintains a limited supply of SLCP's which may be loaned to units for initial planning.

5008. INITIAL EMBARKATION PLANNING CONFERENCE

1. Approximately six months prior to an amphibious operation, an initial embarkation planning conference is held by the appropriate parallel Navy organization. Attendees should include the following personnel:

    a. S-4 and Embarkation Officer of the embarking organization.

    b. Embarkation Officer of the parent unit.

    c. MARFORRES Strategic Mobility Officer.

    d. Reserve Support Unit representative.

    e. Landing Support Battalion representative.

    f. The ship's Combat Cargo Officer or ship's First Lieutenant.

2. The conference will review the concept of embarkation to include the following:

    a. Assignment to shipping.

b.   Development of initial load plans.

c.   Advance party/ships' platoon requirements.

d.   Loading procedures.

e.   Special embarkation/debarkation evolutions.

5009.   GROUP/UNIT EMBARKATION CONFERENCE.   Approximately 60-90 days
prior to embarkation, the group/unit embarkation officer will arrange
an embarkation conference with team embarkation officers and unit S-4
officers.   The conference will review the concept of embarkation to
include the following:

1.   Transportation requirements for cargo submitted 30-45 days prior
to embarkation and personnel movement requirements 90-120 days to/from
Port of Embarkation (POE).

2.   Assignment of staging areas and control personnel.

3.   Security arrangements.

4.   Military Police assistance.

5.   Materiel handling equipment and lighting at the staging area and
the POE.

6.   Transportation, messing, and billeting for working parties.

7.   Ships berthing assignments and schedules.

8.   Communication plan.

9.   Services to be made available at the POE, such as water, fuel, and
sanitary facilities.

5010.   FINAL EMBARKATION PLANNING CONFERENCE.   Approximately 30 days
prior to embarkation, the group/unit commander will arrange a final
embarkation planning conference with the parallel Navy organization.
Attendees will include the following:

1.   Group/unit Embarkation Officer.

2.   Team Embarkation Officers.

3.   MARFORRES Strategic Mobility Officer.

4.   Participating ships representatives.

5011. BERTHING AND LOADING SCHEDULE (BALS) CONFERENCE. Approximately
14 days prior to embarkation, the BALS Conference is held by the
appropriate parallel Navy organization. The conference will review
the concept of embarkation and include the following:

1. Final load plans.

2. Final berthing and loading schedule.

3. Final staging area assignment at the POE.

4. Coordination with public works for MHE support, refueling support,
water support, and sanitary facilities.

5012. LOAD PLAN DOCUMENTS

1. Sections 7 and 8 of JCS Pub 3-02.2 contain detailed information on
amphibious load plan documents. The following will be required as a
minimum:

    a. Load diagram.

    b. MDSS generated UDL Report.

2. Smooth load plans and documents identified above will be prepared
and distributed as follows:

    a. MARFORRES Strategic Mobility Officer (4SMO): one copy.

    b. CATF: one copy.

    c. Each embarkation group/unit/element: one copy.

    d. Assigned ship: as required.

    e. Embarkation team: as required.

3. No changes will be made to load plans without prior approval from
the ship's Commanding Officer or appropriate ship representative.
When changes are approved, they will be entered in ink on all copies
of the load plan after completion of loading.

CHAPTER 6

AIR EMBARKATION

CHAPTER 6

AIR MOVEMENT PROCEDURES

6000. GENERAL

1. This chapter provides air movement procedures for all units within the MARFORRES.

2. Procedures identified in DOD 4500.9R, Defense Transportation Regulation Part III, Mobility, are applicable for air movements aboard Air Mobility Command (AMC) aircraft. Procedures identified in MCO P4600.7 (MARINE CORPS TRANSPORTATION MANUAL) and ForO P4600.1 (SOP FOR TRANSPORTATION) are applicable for air movement by commercial aircraft.

6001. CONCEPT

1. Units must be prepared to be transported by air utilizing both AMC and commercial carriers. Experience gained utilizing civilian aircraft during AT's will be documented and incorporated into each unit's plan for preparation and execution of air movements during mobilization.

2. Commercial air carriers will provide the majority of air movement for SMCR units, however, potential use of military air cannot be ignored. Military air provides the opportunity for units to deploy to expeditionary airfields and training areas inaccessible to commercial aircraft.

6002. PLANNING. Successful air movement is dependent upon prior planning. Initial planning must begin immediately upon receipt of the mission. It is important that accurate data be submitted to reflect personnel, supplies, and equipment to be transported. Joint planning and liaison must be conducted with appropriate supporting agencies concerning the following:

1. Capabilities of the departure and arrival airfields to support the number and type of aircraft to be used.

2. Availability of staging and marshaling areas large enough to accommodate the personnel, supplies, and equipment being loaded.

3. Availability of support equipment at departure and arrival airfields.

4. Airfield operating hours and their effect on the movement.

5. Potential requirement for expeditionary messing and billeting facilities.

6. Any unique requirements which must be met to support the mission.

7. Points of contact at each location supporting the airlift.

6003. <u>CARGO AND EQUIPMENT PLANNING</u>. Units must identify and prepare cargo and equipment to be loaded aboard the aircraft. Cargo and equipment which will cause problems are:

1. Any items which exceed a length of 20 feet.

2. Any items which exceed a width of 8 feet.

3. Any items which exceed a height of 8 feet.

4. Vehicles having an axle load in excess of 10,000 pounds or a wheel load exceeding 5,000 pounds.

5. Hazardous cargo.

6004. <u>VEHICLE PREPARATION</u>

1. Transportation Control Numbers (TCN) are 17 character control numbers assigned to items moving by USAF aircraft. The TCN will be placed on the item info sheet and attached to the vehicle or pallet. The TCN is as follows:

    a. The first character is your service code.

    b. The second group of characters is your 6 digit UIC or ULN.

    c. The third group of characters is for service use or for deployment echeloning of equipment to be moved.

    d. The fourth group is your locally assigned increment number.

    e. The fifth group is always 0.

    f. The last group of characters is used for split shipments.

If the shipment is not being split use the characters XXX. The SACG will tell you if your shipment is being split and will assign this number.

Sample: M M12345 S4 0001 0 XXX

2. All vehicles will be certified and prepared for flight aboard all
AMC aircraft per MCO P4030.19. Embarkation officers will ensure
vehicles arrive at the Aerial Port Of Embarkation (APOE) with fuel
tanks 1/2 full, or 1/4 full if the vehicle is scheduled for loading on
the aircraft ramp.

3. Vehicles will not exceed their maximum cross country weight as
listed in MCO 4600.35.

4. Cargo must be secured in all cargo carrying vehicles with the
vehicle's canvas draped over the cargo and cross lashed and secured
with a minimum of 1/2 inch hemp rope. 5,000 lb cargo straps may also
be used.

5. All vehicles with wet cell batteries must have batteries secured
with appropriate securing devices and rubber battery boots covering
the terminals to reduce the possibility of sparking.

6. Vehicles will not exceed 96 inches in height for transport aboard
C-141, KC-10, and C-130.

7. Vehicles will carry only fuel cans designated for that vehicle in
accordance with appropriate technical publications. Fuel cans will be
securely fastened in the restraining devices provided for the vehicle.
All fuel tanks and fuel cans will have a rubber seal in the cap to
prevent seepage of fuel and metal to metal contact. Fuel cans may be
either full to one inch below the filler spout or empty and free of
fumes (purged).

8. Vehicle sling points must be in serviceable condition to allow for
proper restraint aboard the aircraft.

9. Vehicles must be clean and free from dirt or debris prior to being
loaded on the aircraft.

10. Emergency brakes must be operable to provide additional restraint
aboard the aircraft.

11. All vehicles will have axle weights, gross weight, and center of
balance marked as outlined in DOD 4500.9-R, Defense Transportation
Regulation Part III, Mobility.

6005. CARGO PREPARATION

1. All hazardous cargo scheduled for air movement must be identified,
labeled, and certified per MCO P4030.19 prior to arrival at the
departure airfield.

2. All cargo will be transported to the APOE to allow sufficient time for loading.

3. Standard sized cargo will be placed on 463L pallets. Outsized cargo will be identified in the initial planning stages for movement, and air shipment will be arranged accordingly. Cargo being prepared for air shipment will be staged in chalk sequence to allow easy access for inspection prior to loading. If cargo must be locked or banded to prevent pilferage or for security risks, keys or additional banding material will be made available by the moving unit upon request of the MARFORRES Strategic Mobility Office, Air Force Tanker Airlift Control Element (TALCE) personnel, Departure Airfield Control Group (DACG) personnel, or the aircraft loadmaster.

4. It is the using unit's responsibility to ensure that an adequate amount of blocking, bracing, shoring, and sleeper shoring is on hand. Also, a minimum of 3 point dunnage (4"X4"X96") per 463L pallet is required.

6006. MANIFESTS

1. Personnel, supplies and equipment will be manifested on the appropriate cargo/passenger manifest form.

2. The following cargo manifest and aircraft load plan forms will be utilized for all cargo and vehicles if the Computer Aided Load Manifesting System (CALMS) program is not used.

    a. C-130 - DD Form 2130-2.

    b. C-141 - DD Form 2130-3.

    c. C-5   - DD Form 2130-1.

    d. KC-10 - DD Form 2130-6/7.

3. An accurate passenger manifest is mandatory to ensure accountability of personnel boarding the aircraft. Personnel manifests (an original and six copies) will be prepared for each plane team. The format listed on the reverse side of the above DD Forms or a computer listing of personnel, such as an alpha roster, may be used.

4. Unless otherwise authorized by the MARFORRES (G-4 SMO), personnel scheduled for air movement will be at the APOE no later than three hours prior to flight time with correct copies of the passenger manifest.

5. After load plans for an air movement by military air are completed, two copies of the load plan will be submitted to the

MARFORRES (4SMO) for review and approval 10 days prior to movement date. Load plans will be returned to the unit with copies forwarded to the appropriate agencies. Personnel preparing airlift load plans for submission to the Air Force must be certified through an AMC sponsored load planners course. Units may obtain information on these courses through the MARFORRES (4SMO).

6007. SECURITY. Deploying units are responsible for the security of their cargo and equipment during all phases of air movement.

6008. PLANE LOAD COMMANDER. Deploying units will appoint an officer as plane load commander for each aircraft. Plane load commanders are responsible for the following:

1. Preparation and submission of an accurate passenger manifest, to include an original and six copies.

2. Proper conduct of personnel manifested on the aircraft. Plane load commanders will ensure no one interferes with the duties of aircraft crew members.

3. Inspecting all personnel for privately owned weapons, ammunition, unauthorized ordnance or any other contraband or illegal substance.

4. Handling and storage of weapons in passenger compartments. (ForO P4600.1)

5. Police of the aircraft upon arrival at destination, if required.

6. Collection of payment for in-flight meals, if required.

6009. HAZARDOUS CARGO. Cargo which is explosive, flammable, compressed gas, poison, irritating material, radioactive material, or any other regulated material is considered hazardous for air transport. Each hazardous item must be certified per the instructions contained in MCO P4030.19. Personnel certifying hazardous cargo must have completed a DOD Hazardous Cargo School. Questions concerning hazardous items will be submitted to the MARFORRES (4SMO) for research and handling instructions.

6010. AIR MOVEMENT BY CIVILIAN AIR CARRIERS. The responsibilities of each unit during the planning and execution phases of air movement by civilian air carriers are contained in ForO P4600.1

6011. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM)

1. SAAM requests will be submitted in accordance with MCO 4630.6 (AFJI 24-113), DOD Common User Airlift Transportation.

2. SAAM charges for airlift are computed by the AMC using the actual flying hours used to perform the mission including aircraft positioning/depostioning multiplied by the applicable rate for the type aircraft used. Cost estimates can be obtained by contacting the MARFORRES SAAM validator.

3. The SAAM requests are due to the MARFORRES (4SMO) 90 days in advance in Naval message format. The information required on each SAAM request is as follows:

    a. Movement dates and times.

    b. Type and quantity of aircraft.

    c. Total number of passengers.

    d. Identify all hazmat.

    e. Dimensions and weight of each item not palletized.

    f. MHE Requirements (to include cochran loader, k loaders).

    g. Total cube and weight for all palletized cargo.

    h. TEEP number.

    i. APOE and APOD.

    j. Appropriation data when appropriate.

SOP FOR EMBARKATION

CHAPTER 7

MAKING EQUIPMENT AND SUPPLIES

FIGURE

SOP FOR EMBARKATION

CHAPTER 7

MARKING EQUIPMENT AND SUPPLIES

7000. PURPOSE. This Chapter provides policy and responsibility for
bar coding Marine Corps equipment and supplies. All units within
Marine Forces Reserve will use two labels:

1. Equipment label, which identifies ownership and basic item
information.

2. Military Shipment Label ((MSL) DD Form 1387) which is used when an
item is moved in the Defense Transportation System.

7001. REFERENCES

1. MIL-STD-129M, Marking for Shipment and Storage.

2. MIL-STD-130H, Identification Marking of U.S. Military Property.

3. MIL-STD-1189B, Standard Department of Defense Bar Code Symbology.

4. DOD 4500.32-R, DOD Military Standard Transportation and Movement
Procedures (MILSTAMP), vol. I & II.

7002. GARRISON PROPERTY. Equipment procured and used solely in
supporting establishment activities shall comply with policy in the
Garrison Property Manual (MCO P10510.1).

1. Label Application. All units within the Marine Forces Reserve
shall apply bar code labels as follows:

    a. Major end items (vehicles, containers, engineering equipment,
ordnance equipment, etc.).

    b. Serialized items (USMC or Local serial numbers less individual
weapons, compasses, etc.).

    c. Any item that moves separately within the deployment process
(vehicle, pallet box, palletized container (PALCON), quadrupled
container (QUADCON), etc.).

NOTE: Equipment that is too small or impractical to label is exempt
from this requirement (e.g., individual equipment, Type 3 consumable,
etc.). Bar coded entries of NSN, unit identification code (owning
unit), and package identification are mandatory for Marine Forces
Reserve equipment. Figures 7-1 and 7-2 display standard labels.
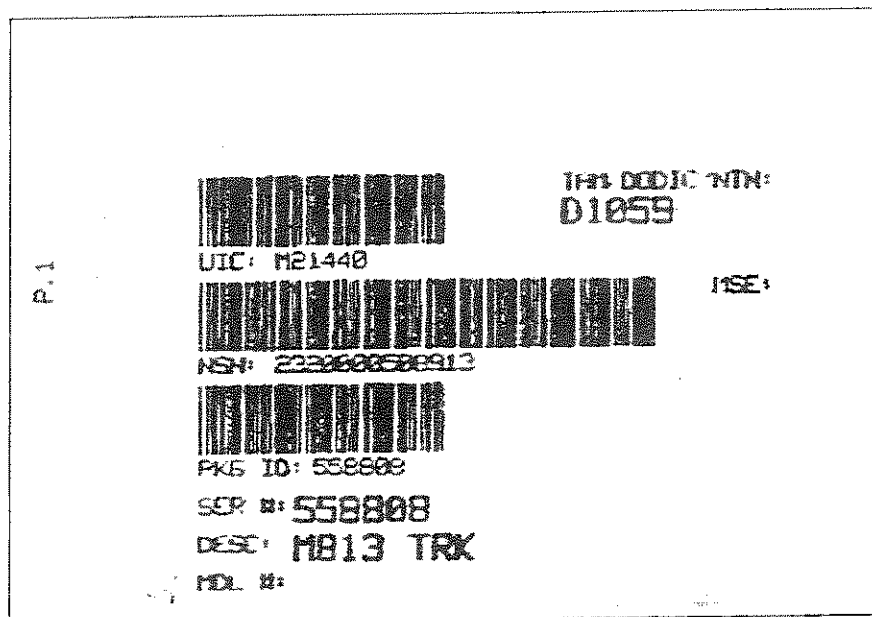
Figure 7-1.--Sample of Bar Coded Operation Forces Equipment Label.

2. Label Placement. Marine Forces Reserve Equipment Labels will be
placed on all items 2 inches directly above the UIC for equipment and
embarkation containers. If space does not allow it, the label will be
placed as close as possible to the UIC.

3. Composition of Operating Forces Equipment Label

    a. UIC (Unit Identification Code). This six-digit code, which is
bar coded and printed in-the-clear, identifies the unit responsible
for the five-digit Reporting Unit Code (RUC) listed in MCO P1080.20,
preceded by the letter "M". In a deployment situation, the UIC
identifies the actual unit to fill a force requirement.

        (1) The UIC is a field in the MDSSII database that feeds into
MAGTF battalion/squadron level which will not allow for proper
interface between JOPES/GCCS and other systems, (e.g., SORTS), unless
a SORTS reportable UIC is utilized. Deviation from utilization of a
SORTS reportable UIC is not authorized unless specifically approved by
MARFORRES/MARFORLANT/MARFORPAC Headquarters (G-4 SMO).

(2) To preclude the constant labeling of UIC's by equipment and embarkation containers will be marked with the UIC's carried by the supply account on which the equipment appears. Equipment and embarkation containers deploying to the WESTPAC with the UDP unit will not be remarked. These items will be added to the MDSSII Unit Deployment Listing, reflecting the UIC with which they were marked in CONUS.

(3) Temporarily formed elements, detachments, or task-organized units will retain their parent UIC. After activation, these task-organized units or detachments may add an additional marking to identify the temporary unit, e.g., "DET Alpha" or "DET Bravo".

b. NSN (National Stock Number). The NSN identifies the record NSN of the item. It is a 13-character (alphanumeric) NSN which is bar coded and printed in-the-clear.

c. PKG ID (Package Identification). The PKG ID uniquely identifies the cargo package. It is a 12-character (alphanumeric) PKG ID which is bar coded and printed in-the-clear.

(1) Separately Moving Serialized Item. The PKG ID is composed of an "M" for Marine Corps and the last 11 characters of the serial number.

(2) Separately Moving Serialized Item. The PKG ID is composed of an "M" for Marine Corps, "NS" to represent a non-serialized item, and a nine-character machine generated number.

(3) Warehouse Equipment. The PKG ID is composed of an "M" for Marine Corps, "WH" to represent a warehouse item, and the last 9-characters of the warehouse location.

d. DESC (Description). The DESC provides the name or description of the item. It is a 30-character (alphanumeric) description.

e. Serial # (Serial Number). The serial # uniquely identifies an item with and identifier assigned by the Marine Corps or Navy. It is a 20-character (alphanumeric) serial number.

f. Model # (Model Number). The model # identifies the item of equipment with an identifier from the associated technical manual. It is a 14-character (alphanumeric) model number.

g. TAM/DODIC/NIN (Item Identifier). The TAM/DODIC/NIN identifies an item by TAMCN, DODIC, etc. It is a 13-character (alphanumeric) Table of Authorization Material Control Number (TAMCN).

h. Item Designator. The item designator code is assigned to identify end item equipment, major components and generic groups of items required to support MPF operations. The item designator number consists of five numeric digits followed by an alphabetic character. When different models of equipment to which ID's have been assigned are alphabetic characters.

7004. MILITARY SHIPMENT LABEL (MSL) DD FORM 1387. The DD Form 1387 shall be used for address markings on all shipment units of DOD cargo, including ammunition, originated by DOD shipping activities. The form will be completed using automated or manual means. Transportation Priorities (TP) 1,2,3, and 4 shall be identified by a machine-printed, stenciled, stamped, hand-lettered or stick-on numeral placed in the TP block of the address label. Bar coded entries of the transportation control number (TCN), consigned DOD activity address code (DODAAC), and prepared-by automated means must be readable by the naked eye and electronical devices. Manually prepared labels must be readable by employees responsible for the movement of cargo. Figure 7-2 displays the MSL. The format of the DD Form 1387 and instruction for its completion are as specified in DOD4500.32r, volume I and MIL-STD-129M.

Figure 7-2.--Sample of Bar Coded Military Shipment Label.

7005. ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) WITH ADDRESS LABEL (DD FORM 1348-2). The following bar coded data requirements apply to those Marine Corps Sites that utilize DD Form 1348-2.

1. Document shall be bar coded in box 24.

2. The NSN shall be bar coded in box 23.

3. The Routing Identifier Code (RIC), Unit of Issue (UI), Quantity (QTY), and Individual Activity Code Number (IACN) shall be bar coded in box 26. All data shall be continuous with no dashes or spaces. Figure 7-3 displays the IRRD.

Figure 7-3.--Sample of Bar Coded Issue Release/Receipt Document.

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
ADDRESS
CITY, STATE, ZIP CODE

4600
4
DATE

From: Unit Commander
To: Sergeant U. R. EMBARK 987 65 4321/0000 USMCR

Subj: APPOINTMENT OF UNIT EMBARKATION NCO

Ref: (a) ForO P4600.2B

1. Per the reference, you are hereby appointed as the Unit Embarkation NCO for (any unit).

2. You are directed to familiarize yourself with and be guided by the applicable portions of the reference in the performance of your duties. You will organize and maintain a turnover folder and make recommendations to me regarding the implementation of direct programs. You will ensure the timely and accurate submission of all required reports.

3. This appointment is effective until revoked, relief or your transfer from this unit.

I. M. COMMANDER

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
ADDRESS
CITY, STATE, ZIP CODE

4600
4
DATE

From: Unit Commander
To: Staff Sergeant I. M. GOOD 423 15 7689/0000/USMC

Subj: APPOINTMENT OF INSPECTOR-INSTRUCTOR EMBARKATON CHIEF

Ref: (a) ForO P4600.2B

1. Per the reference, you are hereby appointed as the Embarkation
Chief for INSPECTOR-INSTRUCTOR STAFF.

2. You will be guided in the performance of your duties by the
reference and in addition, you will lend any assistance required by
the Unit Embarkation Officer and the Unit Embarkation NCO.

3. This appointment is effective until revoked, relief or your
transfer from this unit.

I. M. COMMANDER

SOP FOR EMBARKATION

APPENDIX A

<u>REFERENCES</u>

FMFM 3-1	Command and Staff Actions
DOD 4500.9R	Defense Transportation Regulation Part I, Passenger, Part II, Cargo, and Part III, Mobility
JCS PUB 3-02.2	Joint Doctrine for Amphibious Embarkation
MCO P4030.19	Packaging and Material Handling, Preparing Hazardous Materials for Military Air Shipments (AFJMan 24-204 - Air Force Joint Manual, NAVSUP PUB 505 - Navy Supply Publication 505)
MCO P4600.7	Marine Corps Transportation Manual
MCO P4610.19	Reporting of Transportation Discrepancies in Shipments
MCO 4610.35	Standard Characteristics and Airlift Certification for Marine Corps Equipment
ForO P4600.1	SOP for Transportation
ForO P4600.2	SOP for Embark
CFR-49	Code of Federal Regulations

SOP FOR EMBARKATION

APPENDIX B

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
ADDRESS
CITY, STATE, ZIP CODE

4600
4
DATE

From: Unit Commander
To: Captain I. M. EMBARK 123 45 6789/0000 USMCR

Subj: APPOINTMENT OF UNIT EMBARKATION OFFICER

Ref: (a) ForO P4600.2B

1. Per the reference, you are hereby appointed as the Unit
Embarkation Officer for (any unit).

2. You will be guided in the performance of your duties by the
reference.

3. This appointment is effective until revoked, relief or your
transfer from this unit.

                              I. M. COMMANDER

SOP FOR EMBARKATION

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNIT EMBARKATION OFFICER. The Unit Embarkation Officer is the direct representative of the Unit Commander in matters pertaining to embarkation. The Embarkation Officer's duties include, but are not limited to the following:

1. Ensure the unit is in an embarkation ready status at all times.

2. Prepare and maintain a complete RMTP. See paragraph 2001 and appendix C of ForO P4600.2B for detailed information.

3. Ensure embarkation orders and directives are on hand.

4. Keep the Unit Commander informed on all embarkation/mobilization matters.

5. Comply with the provisions of ForO P4600.2B and other pertinent directives from higher headquarters concerning embarkation/ mobilization.

6. Submit all reports as required by ForO P4600.2B.

7. Maintain a current list of points of contact relative to embarkation/mobilization.

8. Ensure adequate embarkation materials are on hand (i.e., banding, clips, crimpers, waterproofing paper, etc.).

INSPECTOR-INSTRUCTOR EMBARKATION CHIEF. The Embarkation Chief is the direct representative of the Inspector-Instructor. The Embarkation Chief's duties include, but are not limited to the following:

1. Ensure training is conducted during weekend drill periods.

2. Ensure all required documents are maintained for the RMTP.

3. Ensure sufficient embarkation materials are on hand.

UNIT EMBARKATION CHIEF. Perform the duties as directed by the Unit Embarkation Officer. The Embarkation NCO must have a thorough knowledge of embarkation procedures and requirements.

Additionally, the Embarkation NCO must be aware of any peculiar requirements that would affect the units ability to mobilize. Unit Embarkation NCO's must be able to provide technical assistance to the Unit Commander during the absence of the Embarkation Officer.

SOP FOR EMBARKATION

SAMPLE TURNOVER/MOBILIZATION FOLDER

REQUIRED REPORTS

TITLE	DATE DUE
Embarkation Personnel Report	1 OCT (Annually)
MARFORRES Standard Embarkation Report (Garrison)	1 OCT (Annually)
MARFORRES Standard Embarkation Report (Commercial)	1 OCT (Annually)
MARFORRES Standard Billet Report	1 OCT (Annually)
Techdata Update List	1 OCT (Annually)

NOTE: The above reports will also be submitted with the exception of the Embarkation Personnel Report in the event of the following occasions:

   a. Redesignation of the SMCR Unit.

   b. Relocation of the SMCR Units Home Training Center.

   c. 10% change in weight, cube, or personnel.

SOP FOR EMBARKATION

SAMPLE TURNOVER/MOBILIZATION FOLDER

POINTS OF CONTACT

MARFORRES

NAME	RANK	BILLET	PHONE NR BUSINESS/HOME
EMBARK, I. M.	CAPT	SMO OFFICER	(504) 948-1345/(DSN)363
TMO, I. M.	CWO-2	ASST SMO OFFICER	(504) 948-5146/(DSN)363

UNIT

NAME	RANK	BILLET	PHONE NR BUSINESS/HOME
UNIT COMMANDER			
UNIT 1STSGT			
UNIT EMBARK CHIEF			
UNIT RESERVE EMBARK OFFICER			
UNIT RESERVE EMBARK NCO			

COMMERCIAL SUPPORT

NAME	RANK	BILLET	PHONE NR BUSINESS/HOME
FORKLIFT SPT			
MESSING SPT			
BILLETING SPT			
TMO SPT			
COMMERCIAL TRUCK			
COMMERCIAL BUS			

SOP FOR EMBARKATION

SAMPLE TURNOVER/MOBILIZATION FOLDER

REPORT OF SHIPMENT (RESHIP)

1. REPORT OF SHIPMENT (RESHIP). During mobilization, the number of freight shipments will dramatically increase. Installation freight receiving activities must be prepared to receive the increased volume of freight and properly distribute it to the owning units. To ensure that installation freight receiving activities can prepare for the reception of inbound freight, all shipping activities (including unit commanders who affect shipment of SMCR unit equipment from HTC's to SIA's) must furnish consignees (receiving activities) with a RESHIP message on the same day a shipment is made. The RESHIP message will contain the following data:

   a.   Domestic release number.

   b.   Carrier and routing.

   c.   Vehicle number(s) and seal number(s) including the net weight of Class 1 and Class 2 explosives.

   d.   Bill of lading number(s).

   e.   Date of shipment.

   f.   Estimated date/time of arrival.

      (1) DoD Identification Code (DODIC) for ammunition/explosives; national stock number (NSN) for sensitive weapons.

      (2) Quantity (round or item count) for ammunition; item count for other shipments.

      (3) Ammunition lot number; sensitive item category for weapons or ammunition.

      (4) Number and type of containers.

      (5) Weight and cube.

(6) Complete or partial shipment.

(7) Project code, if appropriate.

(8) Registration number for parcel post shipments of sensitive weapons, if appropriate.

(9) Key transportation number Transmittal Control Number (TCN) for export shipments; requisition document number reflected on DD Form 1348-1 and/or other documentation for domestic shipments.

    g. Security classification of shipment.

(1) On shipments other than ammunition/explosives requiring RESHIP omit information not applicable in paragraphs d and h, preceding.

(2) Shippers located within 24-hours transit time (and those activities which do not have message transmission capability such as SMCR unit home training centers) should telephone the RESHIP data on the day of shipment.

(3) Refer to MCO P4600.7C (Marine Corps Transportation Manual) chapter 5 for additional guidance if necessary.

SAMPLE TURNOVER/MOBILIZATION FOLDER

REPORT OF SHIPMENT (RESHIP) SAMPLE MESSAGE

FROM: MAG FOUR NINE
TO: CG MCAS CHERRY POINT NC
INFO: COMMARFORRES//4SMO//
       CG FOURTH MAW
UNCLAS //N04600//
SUBJ: REPORT OF SHIPMENT (RESHIP)

MSGID/GENADMIN/MAG-49/SUP//

REF/A/FORO P4600.2B//

AMPN/REF A IS SOP FOR EMBARKATION//

RMKS/1. PER THE REF, THE FOL INFO IS SUB:

A. NX004R001.

B. TRI-STATE MOTORS.

C. R000A, R0234, R1254, R3476, R5654.

D. G1234567.

E. 930419.

F. 940422.

G. N/A.

H. 1 PER TRACTOR/TRAILER.

I. N/A.

J. 5 48' HIGHBEDS.

K. 50000 LBS, 10000 CUFT.

L. COMPLETE.

M.   MG28.

N.   N/A.

O.   M00051-123-0900.

P.   UNCLAS.

2.   POC IS SSGT EMBARK, COML (215) 443-6683, DSN 991-6683.//.

SAMPLE TURNOVER/MOBILIZATION FOLDER

REPORT OF SCHEDULED ARRIVAL

1. REPORT OF SCHEDULED ARRIVAL. As soon as passenger transportation arrangements have been completed, the SMCR unit commander must submit a Report of Scheduled Arrival message to the SIA Mobilization Processing Center (MPC); include an information copy to the MARFORRES (SMO). This report is essential for the MPC to coordinate the reception of the arriving unit, and if necessary arrange for subsequent transportation from commercial passenger terminals and the SIA. Telephonic reports are acceptable if time is limited. The message/telephonic report will include the following data:

    a. Unit identification and Home Training Center.

    b. Number of passengers.

    c. Name of carrier (include flight number for air).

    d. Commercial arrival terminal, if outside of SIA.

    e. Estimated date and time of arrival.

    f. Arriving unit's gaining command.

    g. Requirement for subsequent transportation.

    h. Baggage pieces per person with average weight and cube for each piece.

    i. Impediment (total weight, cube, number of pieces and general description).

2. Refer to MCO P4600.7C (Marine Corps Transportation Manual), chapter 5, for additional guidance if necessary.

SOP FOR EMBARKATION

SAMPLE TURNOVER/MOBILIZATION FOLDER

REPORT OF SCHEDULED ARRIVAL SAMPLE MESSAGE

FROM: BRAVOCO SIXTH ENGRSPTBN
TO: CG MCG CAMP PENDLETON CA//4TMO//
INFO: COMMARFORRES//SMO//
       CG FOURTH FSSG
       SIXTH ENGRSPTBN

UNCLAS //N04600//

SUBJ: REPORT OF SCHEDULED ARRIVAL

MSGID/GENADMIN/B CO 6TH ENGRSPTBN/S-1//

REF/A/FORO P4600.2A//

AMPN/REF A, IS SOP FOR EMBARKATION//

RMKS/1. PER THE REF, THE FOL INFO IS SUB:

A. M22325, B CO 6TH ENGRSPTBN, SOUTH BEND IN.

B. 123.

C. ALASKAN AIR, CAM NR A000234.

D. LOS ANGELES INTERNATIONAL.

E. 930421, 1400.

F. 7TH ENGRSPTBN.

G. N/A.

H. 2, 70, 1.

I. 300, 30CU, 5, SRB/OQR/MEDICAL RECORDS.

2. POC: CAPT I. M. COMMANDING, COML (219) 233-8616.//

SAMPLE TURNOVER/MOBILIZATION FOLDER

EQUIPMENT IN NEED OF REPAIR

1. EQUIPMENT IN NEED OF REPAIR. In the event equipment is in the intermediate maintenance cycle (3d or 4th echelon) at the time of mobilization, the designated caretaker (Supply Chief) will monitor the equipment through the completion of the maintenance cycle. If repairs are completed in sufficient time to ensure delivery to the mobilized unit prior to deployment, the caretaker will expedite such action by requesting Transportation of Things (TOT) Funds from MARFORRES utilizing the Roscoe system. If repairs are of an extended nature or if shipment cannot be accomplished prior to deployment, disposition instructions will be requested from MARFORRES (SupO). Upon mobilization, a report of equipment in need of repair/in repair will be submitted by message to the Commander, MARFORRES (4MMO). Negative reports are required. The message will contain the following data:

    a. Unserviceable items not repairable. Must identify item(s) TAM Control Number (TAMCN), National Stock Number (NSN), Nomenclature and Quantity of each item listed.

    b. Equipment awaiting/Requiring repair. Must identify item(s) by TAMCN, NSN, Nomenclature and Quantity of each item listed.

    c. What is wrong with each item.

    d. Location of each item.

    e. Indicate items that can be returned to a serviceable condition by the unit utilizing authorized maintenance.

SOP FOR EMBARKATION

SAMPLE TURNOVER/MOBILIZATION FOLDER

EQUIPMENT IN NEED OF REPAIR SAMPLE MESSAGE

FROM: CHARLIE CO FIRSTBN TWO FOUR MAR
TO: COMMARFORRES//4MMO/4SMO//
INFO: CG FOURTH MARDIV
       TWO FOUR MAR
       FIRSTBN TWO FOUR MAR

UNCLAS //N04600//

SUBJ: UNSERVICEABLE/REPAIRABLE PROPERTY AND EQUIPMENT

MSGID/GENADMIN/C CO 1STBN 24THMAR/S-4//

REF/A/FORO P4600.2A//

AMPN/REF A, IS SOP FOR EMBARKATION//

RMKS/1. PER THE REF, THE FOL INFO IN SUB:

A. UNSERVICEABLE NOT REPAIRABLE

TAMCN	NSN	NOMEN	QTY	COND CODE/REMARKS
A1930	5820012347128	MRC-110/M998	1	H

B. EQUIPMENT AWAITING/REQUIRING REPAIR

TAMCN	NSN	NOMEN	QTY	SER NR	DOC NR
D1158	2320011077155	M998 CGO HMM	1	123456	M14165-045-7001

STATUS	DEFECT	LOCATION OF EQUIPMENT	REMARKS
RPR PRGS	HEAD GASKET	LANSING MI	

2. POC: I. M. COMMANDING, COML (517) 487-2993.//

(DD Form 652, Front)
(Meal Ticket for procurement of one morning meal)

(DD Form 652, Back)

"To All Concerned:

No alterations or erasures shall be made on any meal ticket unless certified to be correct by the issuing officer, however, alterations or erasures that are necessary in the traveler's certification may be certified to be correct by such traveler by initialing such alterations or corrections.

To The Concern (Or Person) Serving Meals:

The person who furnishes meals on this ticket must see that the number and the value of the meals do not exceed that authorized on the ticket and he must secure on the certificate at the bottom of the ticket the signature of the person to whom issued, or the person in charge of the party. Keep a record of the ticket number until payment is received.

To The Person In Charge Of The Party:

Before ordering, this meal ticket must be shown to the representative of the concern for person/s who furnishes meals, and instructions obtained as to when and where meals will be furnished, and must be presented to such person before ordering the meals. The certification at the bottom of the ticket must be signed by the person

in charge of the party and the number and value of the meals actually received entered thereon.

UNUSED MEAL TICKETS MUST BE TURNED IN AT DESTINATION FOR ACCOUNTING PURPOSES"

COMMANDING GENERAL (CODE 472) Marine Corps Logistics Base Albany, Ga 31704-5001		1731108 2731 021 15632 0 000027 2D 040822 250000476000		**B-1296000**	
TA FOR JOHN DOE CAPT USMC				I&I STAFF NEW ORLEANS, LA 930108	
A.B. JONES GYSGT PT	NO	N/A		NONE	
AMERICAN AIRLINES				EXCESS BAGGAGE AUTHORIZED	
		MSY			WEIGHT / PIECES
	YES	DCA	AA:YCA		XXXXXX
	NO	MSY	AA:YCA		XXXXXX
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			

SAMPLE COPY OF GTR FOR AN INDIVIDUAL TRAVELER

COMMANDING GENERAL (CODE 472)	1731108 2731 021 15632 0 000027	B-1296000
Marine Corps Logistics Base	2D 040822 250000476000	
Albany, Ga 31704-5001		I&I STAFF
TA FOR		NEW ORLEANS, LA
JOHN DOE CAPT USMC		930108

A.B. JONES GYSGT PT	99	N/A	GROUP FARE CAM# ATR0023 COST 12,000.00		
AMERICAN AIRLINES				EXCESS BAGGAGE AUTHORIZED	
				WEIGHT	PIECES
YES		MSY			
		SAN	NW:YCA	XXXXXXX	
NO		MSY	NW:YCA	XXXXXXX	
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			

SAMPLE COPY OF GTR FOR GROUP FARE CAM MOVEMENT. THIS IS FOR MOVEMENT
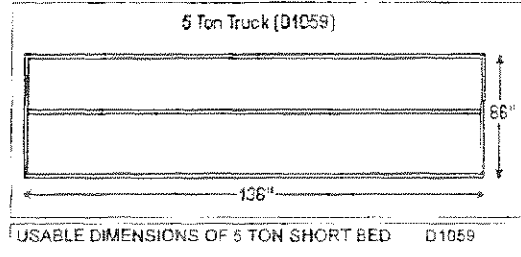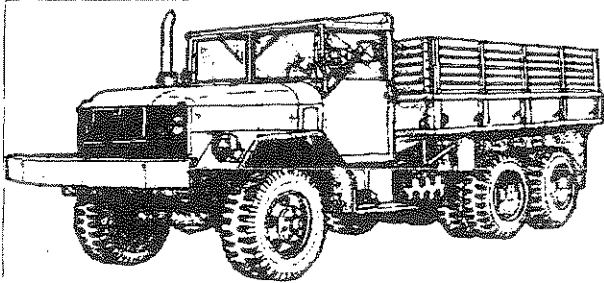ON A REGULAR SCHEDULED COMMERCIAL AIRCRAFT.

APPENDIX C

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE LOAD PLAN DIAGRAMS (ORGANIC VEHICLE)

COMPANY:	5 Ton Short Bed D1059
GBL#	
CAB#: 2	
TRLR#: 2	

5 Ton Truck (D1059)

86"

136"

USABLE DIMENSIONS OF 5 TON SHORT BED   D1059

DIMENSIONS OF HOST VEHICLE: 301L x 98W x 116H

ITEM#	SERIAL #	DESCRIPTION	LENGTH	WIDTH	HEIGHT	WEIGHT	CUBE	REMARKS
1		PALCON (MISC SUP GEAR)	48	40	41	378	46	SUPPLY
2		PALCON (MISC SUP GEAR)	48	40	41	378	46	SUPPLY
3		PALCON (MISC SUP GEAR)	48	40	41	378	46	SUPPLY
4		PALCON (MISC SUP GEAR)	48	40	41	378	46	SUPPLY
5		PALCON (ARMORY EQUIP)	48	40	41	378	46	ARMORY
6		PALCON (ARMORY EQUIP)	48	40	41	378	46	ARMORY
		TOTALS	288			2268		

2,000LB STRAPS WILL BE UTILIZED FOR TIE DOWN REQUIREMENTS

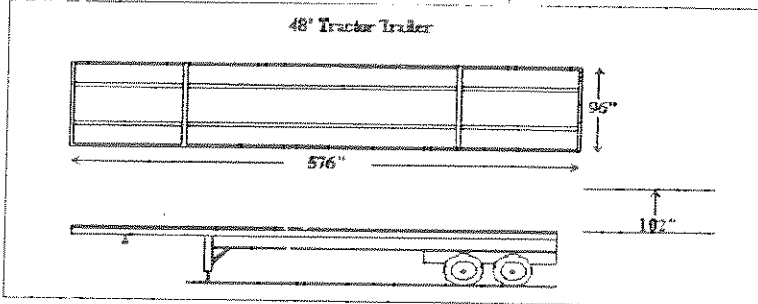"SPECIAL INSTRUCTIONS"

Reportable Hazardous Material
No

ITEM#	DESCRIPTION	COMMON NAME	PDS	GALS

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE LOAD PLAN DIAGRAMS (COMMERCIAL VEHICLE)

COMPANY:	48' Tractor Trailer
GBL#:	
CAB#: 5	
TRLR#: 5	

48' Tractor Trailer

96"

576"

102"

ITEM#	SERIAL #	DESCRIPTION	LENGTH	WIDTH	HEIGHT	WEIGHT	CUBE	REMARKS
1	555321	5 Ton Truck	301	98	116	21,788		1981 Motor Transport
2	565322	Highback HMWWV	188	85	88	5000	814	S-4
		TOTALS	489			26788		

"SPECIAL INSTRUCTIONS"

Reportable Hazardous Material
No

ITEM#	DESCRIPTION	COMMON NAME	PDS	GALS

Note: Trucking Company will provide Straps and Chains

C-2

SOP FOR EMBARKATION

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE MOVEMENT PLAN

(TYPE MOVEMENT)

1. ORGANIZATION FOR MOVEMENT. (Unit) will move by (mode of transportation) from (location) to (SIA). Dates and times will be directed upon receipt of the Mobilization Order.

2. SUPPLIES AND EQUIPMENT TO BE LOADED. All individual equipment, 782 gear, and (2) MRE's to be issued per person. All vehicles listed on the UESL garrison report as being mobile loaded, must be loaded in accordance with the vehicle load plan. All other cargo will staged in the appropriate place as identified in paragraph (3) below.

3. EMBARKATION POINT AND CARGO ASSEMBLY AREA. The embarkation point will be (location), for personnel, and the embarkation point for all non-mobile loaded cargo will be (location). Mobile loaded vehicles will stage at the applicable staging area.

4. MOVEMENT AND EMBARKATION OF PERSONNEL. Movement of personnel to the embarkation point will be by (MODE). Embarkation of equipment will be accomplished when directed.

5. LOADING OF SUPPLIES AND EQUIPMENT. Supplies and Equipment will be moved to the embarkation point and loaded aboard the assigned (Mode of Transportation). All personal baggage will be loaded in the cargo compartments of the buses.

SOP FOR EMBARKATION

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

ADVANCE PARTY

1. Personnel designated below will comprise the advance party for this unit in the event of unit mobilization. The advance party will be prepared to report to the SIA upon completion of all processing stations. The Executive Officer is designated as the Advance Party Team Leader.

    a. Executive Officer.

    b. Training NCO.

    c. Supply NCO.

    d. Administrative clerk.

2. The duties of the advance party are as follows:

    a. Upon arrival at the SIA, the advance party team leader will effect immediate liaison with the Commanding Officer of the local RSU or designated representative.

    b. The training NCO will coordinate with the Base G-3 to determine available training areas and coordinate unit training schedules.

    c. The advance party will make necessary arrangements concerning billeting, messing, logistical and administrative requirements with their respective counterparts at the SIA.

SOP FOR EMBARKATION

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

MOVEMENT PROCEDURES FOR CLASSIFIED/CMS/CMCC MATERIAL

1. In the event of mobilization, all CMS/CMCC material will be hand carried by the appropriate CMS/CMCC custodian. The custodian will ensure all proper security measures and procedures are taken to safe guard all classified material and equipment.

2. Listed below is all of the CMS/CMCC equipment that (Unit) will hand carry in the event of mobilization:

TAMCN   NOMENCLATURE   LOCATION

SOP FOR EMBARKATION

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE INTERSERVICE SUPPORT AGREEMENT

ATTACHMENT OF SPECIFIC PROVISIONS

ITEM	CATEGORY OF SUPPORT	GROSS ADD'L COST	SUPPLIER WILL	RECEIVER WILL
1.	AI (POLICE PROTECTION) nonreimbursable		1. Provide security for general mobilization supplies and equipment on a continuing basis.	1. Comply with supplier's instructions.
2.	AJ (HOUSING) Reimbursable		2. Provide billeting space for approximately 250 personnel in the event an unaccounted delay in signing of equipment or assignment of air movement to the SIA for the involved personnel.	2. Receiver will reimburse supplier for any cost incurred
3.	AM (MESSING) Reimbursable		3. Provide meals for approximately approximately 250 personnel in the event an unaccounted delay in signing of equipment or assignment of air movement to the SIA for the involved personnel.	3. Receiver will reimburse supplier for any cost incurred

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE INTERSERVICE SUPPORT AGREEMENT

ATTACHMENT OF SPECIFIC PROVISIONS

ITEM	CATEGORY OF SUPPORT	GROSS ADD'L COST	SUPPLIER WILL	RECEIVER WILL
4.	AO (LOADING)	$6.500.00	4. Upon notification, provide within 72 hours techinical supervision and shipping materials consisting of all tie-down devices, blocking/braceing materials, nets, wheel chocks and like-type specialized items required to secure the equipment in enclosures (1) and (2).	4. Reimburse supplier for labor and materials required, provide minimum 72 hours notification prior to beginning of loading operations and spot equipment and supplies as designated by the supplier 24 hours prior to commencement of loading operation.
5.	SJ (MATERIAL HANDLING EQUIPMENT) Reimbursable		5. Provide material handling forklifts for loading palletized and unitized cargo.	5. Reimburse supplier for any cost incurred.
6.	SN (GENERAL SUPPLIES) Reimbursable		6. Provide supply and purchasing support as required.	6. Reimburse supplier for any cost incurred.
7.	SU (TRANSPORTATION) Reimbursable		7. Obtain required transportation to ship equipment listed in enclosures (1) and (2) within 72 hours at loading site. Arrange for signature transportation service of weapons/ammo upon request.	7. Provide supplier with the approiation data for reimbursement of transportation cost. Annually, provide updated lists of Receiver equipment (enclosures (1) & (2)) to supplier POC.

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE LETTER OF AGREEMENT FOR MHE

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
HEADQUARTERS
ADDRESS
CITY, STATE, ZIP CODE

4600
4
DATE

From: Unit Commander
To: ORGANIZATION TO PROVIDE FORKLIFT

Subj: REQUEST FOR FORKLIFT SUPPORT IN THE EVENT OF MOBILIZATION

Ref: (a) Phoncon btwn (Unit Staff), (Organization)

1. It is requested that forklift support be authorized for this unit in the event of mobilization.

2. The following individuals are qualified to operate the forklift.

3. The forklifts would be required within 48 hours of this unit being notified of mobilization.

I. M. BOSS   I. M. COMMANDER
(MHE Contractor)   (Unit Commander)

SAMPLE RESERVE MOBILIZATION TRANSPORTATION PACKAGE

SAMPLE LETTER OF AGREEMENT FOR BLOCKING AND BRACING

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
HEADQUARTERS
ADDRESS
CITY, STATE, ZIP CODE

4600
4
DATE

From: Unit Commander
To: ORGANIZATION TO PROVIDE BLOCKING AND BRACING

Subj: AGREEMENT FOR BLOCKING AND BRACING MATERIAL

1. This agreement entered into on (Date) between (Lumber Co) and
    (Unit).

2. (Lumber Co) agrees to furnish to this unit the following listed
    items within 24 hours of notification:

ITEM	DIMENSIONS	U/I	QTY	REMARKS

3. The price of the above listed items shall be the standard price at
the time of purchase.

4. Unit Point of Contact.

I. M. BOSS   I. M. COMMANDER
(Lumber Co)   (Unit Commander)